

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 29/6/21		Prepared by: <i>[Signature]</i>	
PO/WO no. 77611		PO / WO Date. 11/6/21	
Supplier Name Venkataramang & Company		PO/WO amount 1321.60	
Firm/Company GVRG		Project <i>[Signature]</i>	
Sl. No.	Bill No.	Bill Date	Bill amount
1	266	11/6/21	1321.60
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1321.60
Sl. No.	DC.No	DC. Date	MRN No.
1.	/	/	/
2.	/	/	/
3.	/	/	/
Amount B –Other Credits : Transportation charges/Charges			
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to-be credited to the supplier:			1321.60
Amount E – PO / WO value:			1321.60
Amount F – Difference (A – E): GST-18%			
Quantity received as per PO /WO		☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)	
Is difference between PO / Bill acceptable?		☒ Yes ☐ No (explained below)	
Excess / short material received		☒ Approved within acceptable limits ☐ No (explained below)	
Close PO / W?O		☒ Yes ☐ No – wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. / ☒ No	
Payment – due date		5/7/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	<i>[Signature]</i>		
Date	29/6/21		

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1, 00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1, 00,000/-

TAX INVOICE

Ph: 040 - 27842572

Cell: 9849360076

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available
 #1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To
 M/S. GV Research Centers Pvt Ltd

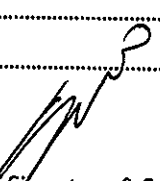
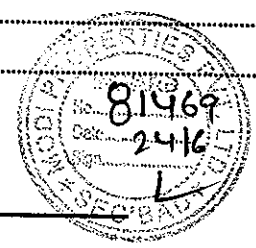
Order No 77611/163530 Date 11/6/2021

Delivery Challan No [REDACTED] Date

GSTIN 36AAHCG 4562 D12P

Bill No. 2021-22 266 Date 24/6/2021

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount	
								Rs.	Ps.
1	<u>Cello Tape</u>		<u>56no</u>	<u>20</u>		<u>1120</u>			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Rupees.....	Total			
	SUB Total		<u>1120</u>	
Receiver's Signature & Seal	CGST		<u>100.8</u>	
	SGST		<u>100.8</u>	
	Grand Total		<u>1321.6</u>	<u>1321-60</u>

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions

Goods once sold will not be taken back

Interest @2%p.m. if not paid within 30 days time

Subject to Secunderabad Jurisdiction.

THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.

RTGS / NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING WORKS


 Signature

09/06/2021.

Sri Venkatsanna Stationaries

Plastic Wrap - 02 Bundles
1 Mtr / 2 feet

Abro Tapes 3/4 - 50 Nos
With out Dols.

INWARD	
Inward No: 8692	Dt: 9/6/21
MRN No:	Dr:
Received By: R	Sign: re
G.V. RESEARCH CENTERS PVT. LTD.	

Purchase Order

Page(s) 1 Of 1

14-06-2021 4:38:24 PM



77611

15.06.21 10:50:24

From Company : **G V Reserch Centers Pvt Ltd**

5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003

G S T No. : 36AAHCG4562D1ZP

Supplier DetailsVenkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Doc No	77611	163530
Doc Date	11-06-2021	
Quote No	Nil	
Quote Date	11-06-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7514 - Stationery - other - Cello Tape - other - nos Packing tape	56.00	20.00	0.00	18.00	1,321.60
Total Order Value . . .					1,321.60

Rupees : One Thousand Three Hundred Twenty One and Paise Sixty Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Next Day.

Delivery Location Innopolis

Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana

Phone. 9502211011

Penalty For Delay Nil

Transportation Transport cost shall be borne by us

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for site use purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name :

Date : _/_/

Company Name:		GVRC		Requisition Form		Date:		08.06.2021	
Site & Phase :		INNOPOLIS		Time:		12:10			
Supplier:				Req. No.		163530			
Material required before date:				ID No.		66538			
No	Description	Size	Quantity	Units	Inward No	Date			
1	Packing tape	Std	50	Nos					
2	Masking tape	Std	50	Nos					
3									
4									
5									
6									
7									
8									
9									
Remarks : For Site use purpose.									
Prepared By		J.Soundarya		Approved by		Ratnadeep.NG			
Sign.& Date		08.06.2021		Sign. & Date		08.06.2021			

Note: On receipt of material at site write inward number and date in last 2 columns.

[Signature]