-E

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	8/7/21	Prepared by:	Prabhakar. P
PO/WO no.	78250	PO / WO Date.	2/7/21
Supplier Name	Venkataramana Stationary & Bridy Ltd	PO/WO amount	3344.12
Firm/Company	GIVRC	Project	Imopalio
Sl. No.	Bill No.	Bill Date	Bill amount
1.	312	2/7/21	3344.12
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3344.12

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits :	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	3344.12
Amount E – PO / WO value:	3344.12
Amount F – Difference (A – E):	—
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	12/7
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		8/7/21					

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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: venkatramana.bindingworks@gmail.com

To M/S. G.V Reserch Centers Pvt Ltd

GSTIN 36AAHCG4562D1ZP

Order No 78250/163582 Date 2/7/2021

Delivery Challan No [redacted] Date

Bill No. 2021-22 312 Date 5/7/2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Fruit Packing Cover	3923	2roll	1152		2304			
2	Abro Tape	3919	20no	20		400			
3	Punch machine	8462	2no	65		130			
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 4203 Dt. 5/7/21
MRN No: Dt
Received By: Sign:
G.V. RESEARCH CENTERS PVT. LTD.

Rupees..........

Total			
SUB Total	2834		
CGST	255.06		
SGST	255.06		
Grand Total	3344.12		3344-12

Receiver's Signature & Seal

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

MODI PROPERTIES PVT. LTD. *SEC'BAD*
INWARD
No: 8202
Date: 7/7
Sign:

Purchase Order

 02-07-2021 17:31:40 Oriç

78250

29.06.21 10:48:54

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-50000:
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Venkatramana Stationery & Binding works	**Doc No**	78250	163582
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	02-07-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	31-10-2019	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4030 - Consumables - Fruit packing cover - other - pkts *1 roll approx 7.2kgs per kg 160/- Rs*	2.00	1,152.00	0.00	18.00	2,718.72
2	2102 - Carpentry - hardware - Gum Tape - NA - nos	20.00	20.00	0.00	18.00	472.00
3	7573 - Stationery - other - Punch - other - nos	2.00	65.00	0.00	18.00	153.40
					Total Order Value . . .	**3,344.12**

Rupees : Three Thousand Three Hundred Fourty Four and Paise Twelve 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 Already delivered

Delivery Location Innopolis
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
Phone. Mr. Sanjay - 9502288244

Penality 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 packing 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 : __/__/____

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Requisition Form

Company Name:	GVRC	Date:	25-06-2021
Site & Phase :	Innopolis	Time:	17.00
Supplier		Req. No.	163582
Material required before date:	Urgent	ID No.	67081.

No	Description	Size	Quantity	Units	Inward No	Date
1.	Plastic Wrap 1 Mtr	100 Mtrs	02	Bundles		
2.	Abro Tape	3/4"	20	Nos		
3.	Single Hole Punch	-	02	Nos		
4.						
5.	78250					
6.						
7.			APPROVED			
8.			02 JUL 2021			
9.	Note As per exsisiting Po no 77610					
10.			MINISH PARIKH MANAGER PROCUREMENT			

Remarks: For 2727 Block Aluminium Frames Packing Purpose

Prepared By	T.Rahul	Approved by	Venkatesh
Sign.& Date	25-06-2021	Sign. & Date	19.06.21

Note: