M

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	23/7/21	Prepared by:	Prabhakar.P
PO/WO no.	78547	PO / WO Date.	13/7/21
Supplier Name	Venkataramana Stationery and Binding works.	PO/WO amount	5437.44
Firm/Company	GVRC	Project	Innopolis.
Sl. No.	Bill No.	Bill Date	Bill amount
1	349	14/7/21	5437.44
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5437.44

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			94010	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits : Transportation charges	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	5437.44
Amount E – PO / WO value:	5437.44
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	26/7/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date		23/7					

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 - 278425
Cell: 98493600

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 Research center Pvt LTD

GSTIN 36AAHCG4562D1ZP

Order No 78547 Date 14/7/21

Delivery Challan No [redacted] Date

Bill No. 2021-22 349 Date 14/7/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Fruit Packing cover		4	1152		4608			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 4235 Dt: 14/7/21
MRN No: 41010 Dt: 15/7/21
Received By: Sign:
G.V.R.C. PVT. LTD.

Rupees..........

Total	4608	
SUB Total		
CGST	414/72	
SGST	414/72	
Grand Total	5437/44	5437 44

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.

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 82382 Date: 16/7 Sign:

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Purchase Order

 13-07-2021 10:38:59 AM

78547
12.07.21 11:10:50

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 Details			
Venkatramana Stationery & Binding works 1-5-85, General Bazar, Sec-Bad -500 003.	**Doc No**	78547	163618
	Doc Date	13-07-2021	
	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*	4.00	1,152.00	0.00	18.00	5,437.44
					Total Order Value . . .	**5,437.44**

Rupees : Five Thousand Four Hundred Thirty Seven and Paise Fourty Four 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 2727 block AI frames packing purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *G V Reserch Centers Pvt Ltd*
Authorised Signatory

Name : 15/07/2021

Accepted the above Terms And Conditions
For *Venkatramana Stationery & Binding works*

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	GVRC	Date:	12-07-2021
Site & Phase :	Innopolis	Time:	17.00
Supplier		Req. No.	163618
Material required before date:	Urgent	ID No.	67484

No	Description	Size	Quantity	Units	Inward No	Date
1.	Plastic Wrap 1 Mtr	100 Mtrs	04	Bundles		
2.						
3.	78547					
4.						
5.						
6.						
7.						
8.				APPROVED		
9.	Note As per exsisiting Po no 77610			15 JUL 2021		
10.				MINISH PARIKH MANAGER PROCUREMENT		

Remarks: For 2727 Block Aluminium Frames Packing Purpose

Prepared By	T.Rahul	Approved by	Venkatesh
Sign.& Date	12-07.2021	Sign. & Date	12.07.21

Note: