PURCHASE DIVISION
Advice for approval for credit to supplier

M

Date:	16.08.21	Prepared by:	MOUNIKA
PO/WO no.	79087	PO / WO Date.	27/7/21
Supplier Name	Venkatramana stationers	PO/WO amount	1000/-
Firm/Company	GVRL	Project	Innopolis
Sl. No.	Bill No.	Bill Date	Bill amount
1	399	28/7/21	1000/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1000/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			94478	☑ 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:	1000/-
Amount E – PO / WO value:	1000/-
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	23/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Mounika	[signature]					
Date	16.08.21	16/8/21					

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: venkatramana.bindingworks@gmail.com

To M/S. GVR Research Center Pvt LTD

GSTIN 36AAHCG4562D1ZP

Order No 79087 Date 28/9/21

Delivery Challan No [redacted] Date

Bill No. 2021-22 399 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0%-5% GST	Amount Rs.	Ps.
1	Pen Drive 32GB		2	500		1000			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 4348 Dt: 28/9/21
MRN No: 9447 Dt:
Received By: Sign:
G.V.R.C. PVT. LTD.

Rupees...

Total		1000	
SUB Total			
CGST		90	
SGST		90	
Grand Total		1180	1180

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

SUMMIT SALES LLP
IN WARD No: 83220
Date: 9/8
Sign:
R.R. DIST.

Purchase Order

 27-07-2021 16:02:31

Ori

79087
26.07.21 11:55:22

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 1-5-85, General Bazar, Sec-Bad -500 003. **GSTIN** 36AEJPP5811M1Z2 27842572 9849360076	**Doc No**	79087	163660
	Doc Date	27-07-2021	
	Quote No	Nil	
	Quote Date	27-07-2021	
	SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3518 - Computers and Peripherals - Pen Drive - other - nos *32GB*	2.00	500.00	0.00	0.00	1,000.00
					Total Order Value . . .	**1,000.00**

Rupees : One Thousand 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. 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 site use nce purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *G V Reserch Centers Pvt Ltd*
Authorised Signatory

Name : 27/07/2021
Contact - -

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	GVRC	Date:	27.07.21
Site & Phase :	Innopolis	Time:	16:22
Supplier		Req. No.	163660
Material required before date:	Urgent	ID No.	67881

No	Description	Size	Quantity	Units	Inward No	Date
1.	Caution Ribbon	-	06	Bundles		
2.	Pen drives	-	02	Nos		
3.	Blue Pens 79087	-	20	Nos		
4.	Pencils	-	02	Pkts		
5.	Blue Carbon	-	01	Pkt		
6.	Chalk Piece	-	20	Pkts		
7.	Permanent Markers Blue & Black	-	20	Nos		
8.	Mouse Pads	-	06	Nos		
9.	Mouse	-	01	No		
10.						

Remarks: For Site use purpose

Prepared By	T.Rahul	Approved by	Venkatesh
Sign.& Date	27.07.21	Sign. & Date	27.07.21

Note:

APPROVED
27 JUL 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE