B   MV

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	17/9/21	Prepared by:	Sneha
PO/WO no.	80301	PO / WO Date.	3/9/21
Supplier Name	Venkataramana Stationery & Binding works	PO/WO amount	1,100 /-
Firm/Company	GVDC pvt ltd.	Project	Synergy 119,191
Sl. No.	Bill No.	Bill Date	Bill amount
1	535	4/9/21	1298/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,298 /-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–		☐ 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:	1,298 /-
Amount E – PO / WO value:	1,100 /-
Amount F – Difference (A – E): GST-18%	198 /-

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	~~18~~ 20/9/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha	[signature]					
Date	17/9/21	17/9					

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. G.V. Discovery Center Pvt Ltd
M.G. Road

GSTIN 36AAHCG4940K1ZC

Order No 80301 Date 3/9/21
Delivery Challan No [redacted] Date
Bill No. 2021-22 535 Date 4/9/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Pen Drive		2	550		1100			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Rupees..

Total	1100		
SUB Total			
CGST	99		
SGST	99		
Grand Total	1298		1298/-

Receiver's Signature & Seal

INWARD
Inward No: 790 Dt: 7/09/21
MRN No: Dt: 9/9/21
Received By: Sign:
Genome Valley Discovery Center Pvt. Ltd.

GSTIN: 36AEJPP5811M1ZZ

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: 84195
Date: 7/9
Sign:
R.R. DIST.

Purchase Order

 03-09-2021 17:03:05

80301
02.09.21 4:46:55

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-500003
G S T No. : 36AAHCG4940K1ZC

Supplier Details			
Venkatramana Stationery & Binding works 1-5-85, General Bazar, Sec-Bad -500 003.	**Doc No**	80301	13344
	Doc Date	03-09-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	27-07-2021	
27842572 9849360076	**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 *64GB*	2.00	550.00	0.00	0.00	1,100.00
	Total Order Value . . .					**1,100.00**
	Rupees : One Thousand One Hundred Only.					

<u>Terms and Conditions :-</u>

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 119, 191 Synergy Square 1
-
Phone. -

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 purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For *G V Discovery Center Pvt Ltd*
Authorised Signatory

03/09/2021

Name : ______________
Contact - -

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

Name : ______________

Date : __/__/____

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Requisition Form

Company Name:	G. V. Discovery Centre	Date:	03.09.2021
Site & Phase :	SYNERGY 119,191	Time:	11.00 Hrs
		Req. No.	13344
Material required before date:	Urgent	ID No.	69035

No	Description	Size	Quantity	Units	Inward No	Date
1	Pendrives	64 GB	02	nos		
3						
4						
5						
6	8030)					
7						
8						
9						

Remarks:- for site office purpose .

Prepared By:	Vineetha reddy	Approved by	K.Narsing rao
Sign.& Date	03.09.2021	Sign. & Date	03.09.2021

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

APPROVED
03 SEP 2021
MINISH PARIKH
MANAGER PROCUREMENT

APPROVED BY
03 SEP 2021
K. NARSINGA RAO
Project Manager