

PURCHASE DIVISION
Advice for approval for credit to supplier

(2) (m)

Date: 10/11/2021		Prepared by: BHAVANI	
PO/WO no. 81494		PO / WO Date. 8/10/2021	
Supplier Name Venkataramana Stationery		PO/WO amount 1,100/-	
Firm/Company GU Research Centers Pvt Ltd		Project Innopolis	
Sl. No.	Bill No.	Bill Date	Bill amount
1	692	19/10/2021	1298/-
2	/	/	/
3	/	/	/
4	/	/	/
Amount A – Bills total(Excluding Transport & Hamali Charges):			1298/-
Sl. No.	DC No	DC. Date	MRN No.
1.	-	-	98072
2.			
3.			
Amount B – Other Credits : Transportation charges			-
Amount C – Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			1298/-
Amount E – PO / WO value:			1100/-
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		15/11/2021	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Accounts – receiver of bill
Sign:	Shravya	MINISH PARIKH	Accountant
Date	10/11/2021	15/11/2021	Accounts Manager

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. 81494/163979 Date 8/10/21

Delivery Challan No _____ Date _____

GSTIN 36 AAHCG 4562 D1 ZPBill No. 2021-22 692 Date 19/10/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0%-5% GST	Amount Rs. Ps.
1	pen drives		2m	550		1100		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
Total								
SUB Total						1100		
CGST						99		
SGST						99		
Grand Total						1298		1298.00

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions

Goods once sold will not be taken back

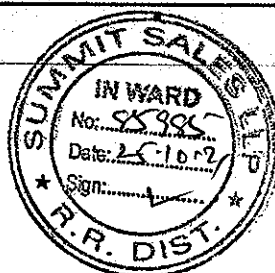
Interest @2%p.m. if not paid within 30 days time

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 

Purchase Order

Page(s) 1 OF 1

08-10-2021 16:05:44



81494

05.10.21 5:01:58

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

5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500004

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	81494	163979
Doc Date	08-10-2021	
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 64GB	2.00	550.00	0.00	0.00	1,100.00
Total Order Value . . .					1,100.00
Rupees : One Thousand One Hundred 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
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 office purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Name : 

Contact - -

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		GVRC		Date:		06.10.2021	
Site & Phase :		Innopolis		Time:		11:00AM	
Supplier				Req. No.		163979	
Material required before date:		08.10.2021		ID No.		70062	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Pendrive 81494	64GB	02	No's			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: For office purpose.							
Prepared By		Nagamani		Approved by		C. Balamurali Krishna	
Sign. & Date		06.10.2021		Sign. & Date		06.10.2021	

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

amb
06-10-2021

P
SL
P. PRAJHAKAR
Sr. MANAGER PURCHASE
- 6 OCT 2021