

PURCHASE DIVISION
Advice for approval for credit to supplier

(6)

Date: 24/3/22		Prepared by		Serial no. 2386	
Supplier name: Ganji Venkamesh & Son (Arunachal Pradesh)		HO inward no.			
Firm/Company: MICS		Project: MBML		HO received date	
PO/WO date: 12/3/22		PO/WO No. 86333		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	6123	19/3/22	5,245/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 5,245/-

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.: 105239	Proof of delivery matches MRN ☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges -

Amount C – Other Debits : -

Amount D (D=A+B-C) – Amount to be credited to the supplier: 5,245/-

Amount E – PO / WO value: 5,245/-

Amount F – Difference (A – E): -

Quantity received as per PO / WO ☒ Yes ☐ Excess received ☐ Short received ☐ Part received

Close PO / WO ☒ Yes ☐ No – wait for balance material ☐ Other

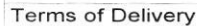
Payment – due date: 28/3/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ganji Venkamesh				
Sign:	Ganji Venkamesh				
Date	24/3/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

(ORIGINAL FOR RECIPIENT)



This is a Computer Generated Invoice

Purchase Order

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12-03-2022 12:52:55



86333

28.02.22 2:52:29

From Company : **Modi Consultancy Service**
5-4-187/3&4, II Floor, M.G. Road, Secunderabad. 500003.
G S T No. : 36AAXFM0733F1Z4

Supplier Details		Doc No	86333	183438
Ganji Venkannah & sons (Asian Paints) #5-5-97/2, Ganji chambers, Ranigunj, Secunderabad-500003 A.P. India.		Doc Date	12-03-2022	
GSTIN 36AABFG9288K1ZT		Quote No	Nil	
27710339, 27719935, 277807357		Quote Date	12-03-2022	
040-40146505		SupplyType	Supply	

Kind Attn : Mr. Ganji Ashok

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6526 - Paints - Enamel - 20ltrs - buckets Brown	1.00	4,084.74	0.00	18.00	4,819.99
2 6590 - Paints - Thinner - 5ltrs - buckets	1.00	360.16	0.00	18.00	424.99
Total Order Value . . .					5,244.98

Rupees : Five Thousand Two Hundred Fourty Four and Paise Ninty Eight Only.

Terms and Conditions :-

Specification /	item in Sl.no.1-'Asian' brand, Sl.no.2-'Berger' brand
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	On or before 21.5.12
Delivery Location	Methodist Complex Opp Chermas, Abids Main Road, Hyderabad. Phone. Contact: Eng. 9100039547
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 MBMC stair case painting purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email.

For **Modi Consultancy Service**

Authorised Signatory

Accepted the above Terms And Conditions

For **Ganji Venkannah & sons (Asian Paints)**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		MCS		Date:		09-03-2022	
Site & Phase :		MBMC		Time:		10:30 AM	
Supplier				Req. No.		183438	
Material required before date:			Urgent		ID No.		74566
No	Description	Size	Quantity	Units	Inward No	Date	
1	OBD ivory	20ltrs	1	Nos			
2	primier	10ltrs	1	nos			
3	Enamel brown	20ltrs	1	nos			
4	thinner	4ltrs	1	nos			
86333							
86315							
w							
Remarks : Towards MBMC staircase painting purpose							
Prepared By		RAJSHEKAR & MEENAKSHI.N		Approved by		11 MAR 2022	
Sign & Date		09- 03-2022		Sign. & Date			

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

APPROVED BY

11 MAR 2022

SOHAM MOH
MANAGING DIRECTOR