PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/11/21	Prepared by:	BHAVANI
PO/WO no.	82277	PO / WO Date.	2/11/21
Supplier Name	Ganji Venkannah & sons	PO/WO amount	5300
Firm/Company	Soham mansion owners association	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	3716	2/11/21	5300
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5300

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:				5300
Amount E – PO / WO value:				5300
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	15/11/21
Remarks:	N

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bhavani		APPROVED 14 NOV 2021 MINISH PARIKH MANAGER-PROCUREMENT				
Date	12/11/21						

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 *(ORIGINAL FOR RECIPIENT)*

GANJI VENKANNAH & SONS 20-22
5-5-97,GANJI CHAMBERS,RANIGUNJ,
SECUNDERABAD -500 003 (T.S)
GSTN/SAC : 36AABFG9288K1ZT
PH NO :27710339-27719935
MOB NO :9848036757
GSTIN/UIN: 36AABFG9288K1ZT
State Name : Telangana, Code : 36
E-Mail : ganji_venkannah@yahoo.co.in

Invoice No. 8716	Dated 2-Nov-21
Delivery Note DIRECT	Mode/Terms of Payment CREDIT
Reference No. & Date.	Other References
Buyer's Order No. 82277	Dated 2-Nov-21
Dispatch Doc No.	Delivery Note Date 2-Nov-21
Dispatched through	Destination
Terms of Delivery	

Consignee (Ship to)
SOHAM MANSION OWNERS ASSOCIATION
5-4-187/3 &4 II ND FLOOR MG ROAD SECUNDERABAD
State Name : Telangana, Code : 36

Buyer (Bill to)
SOHAM MANSION OWNERS ASSOCIATION
5-4-187/3 &4 II ND FLOOR MG ROAD SECUNDERABAD
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
1	**0615 - TRACTOR EMULSION - TE3 TE 20 LTR**	32091010	**2 Nos**	2,650.00	2,245.76	Nos		**4,491.52**
	CGST							**404.24**
	SGST							**404.24**
	Total		**2 Nos**					**₹ 5,300.00**

Nerf 2/11

INWARD
Inward No: 5241 Dt: 02/11/21
MRN No:
Received By: Kumar 8th Sign:
MODI PROPERTIES

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 86543 Date: 8.11.21 Sign:

Amount Chargeable (in words) *E. & O.E*
INR Five Thousand Three Hundred Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
32091010	4,491.52	9%	404.24	9%	404.24	808.48
Total	4,491.52		404.24		404.24	808.48

Tax Amount (in words) : **INR Eight Hundred Eight and Forty Eight paise Only**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for GANJI VENKANNAH & SONS 20-22

Authorised Signatory

VENKANNAH & SONS EST: 1914

This is a Computer Generated Invoice

Purchase Order

 02-11-2021 12:39:15

Original

82277
30.10.21 11:22:28

From Company : **Soham Mansion Owners Association**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. :

Supplier Details			
Ganji Venkannah & sons (Asian Paints) #5-5-97/2, Ganji chambers, Ranigunj,Secunderabad-500003 A.P.India.	**Doc No**	82277	183262
	Doc Date	02-11-2021	
GSTIN 36AABFG9288K1ZT 040-40146505	**Quote No**	Nil	
27710339,27719935,277807357	**Quote Date**	13-10-2021	
	SupplyType	Supply	

Kind Attn : Mr.Ganji Ashok

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6501 - Paints - ACE External Emulsion - 20ltrs - buckets *Silver Grey 0615 (AP N1166-0125)M Asian*	2.00	2,245.76	0.00	18.00	5,299.99
					Total Order Value . . .	**5,299.99**

Rupees : Five Thousand Two Hundred Ninty Nine and Paise Ninty Nine Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 staircase of Soham mansion painting purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Soham Mansion Owners Association***

Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions

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

Name : ______________

Date : __/__/____

Requisition Form

MM

Company Name:	SMOA	Date:	01-11-2021
Site & Phase :	SOHAM MANSION	Time:	14:55
Supplier		Req. No.	183262
Material required before date:	Urgent	ID No.	70833

No	Description	Size	Quantity	Units	Inward No	Date
1	Silver grey 0615 82277	20 lit	02	Nos		
2	White paint	20 lit	01	Nos		
3						
4						
5						
6						
7				APPROVED		
8				01 NOV 2021		
9						
10				P. PRABHAKAR Sr. MANAGER PURCHASE		

Remarks .: towards staircase of soham masion painting purpose.

Prepared By	Meenakshi. N	Approved by	
Sign.& Date	01-11-2021	Sign. & Date	

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