PURCHASE DIVISION
Advice for approval for credit to supplier

6

Date:	22/01/22	Prepared by	Kavitha	Serial no.	1716
Supplier name	Ganji venkannah & sons			HO inward no.	
Firm/Company	MC Modi Educations Trust	Project	MCMET	HO received date	
PO/WO date	82740	PO/WO No.	19/11/21	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4512	13/12/21	9450/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	9450/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	100755	Proof of delivery matches MRN	☑ 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:	9450/-
Amount E – PO / WO value:	9450/-
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	24/01/22.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	22/01/22.				
Date					
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.

TAX INVOICE

(ORIGINAL FOR RECIPIENT)

GANJI VENKANNAH & SONS
5-5-97,GANJI CHAMBERS,RANIGUNJ,
SECUNDERABAD -500 003 (T.S)
GSTN/SAC : 36AABFG9288K1ZT
PH NO :27710339-27719935
MOB NO :8247540893

Invoice No. **4512**	Dated **13-Dec-21**
Delivery Note	Mode/Terms of Payment **CREDIT**
Reference No. & Date.	Other References
Buyer's Order No.	Dated
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination
Terms of Delivery	

PO : 82740

Consignee (Ship to)
MC MODI EDUCATIONS TRUST
5-4-187/3&4 2ND FLOOR
MG ROAD SECUNDERABAD
PIN NO 500003
GSTIN/UIN : 36AAATM5488Q2ZO
State Name : Telangana, Code : 36

Buyer (Bill to)
MC MODI EDUCATIONS TRUST
5-4-187/3&4 2ND FLOOR
MG ROAD SECUNDERABAD
PIN NO 500003
GSTIN/UIN : 36AAATM5488Q2ZO
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
1	**White C EXTERIOR PRIMER 20 LTR**	32091090	**3 Nos**	3,150.00	2,669.49	Nos		**8,008.47**
	CGST							**720.76**
	SGST							**720.76**
	Round Off							**0.01**
	Total		**3 Nos**					**₹ 9,450.00**

INWARD
Inward No: 10284 Dt: 16/12/21
MRN No: 100755 Dt: 17/12/21
Received By: Sign:
MC MODI EDUCATIONAL TRUST

Amount Chargeable (in words) *E. & O.E*
INR Nine Thousand Four Hundred Fifty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
32091090	8,008.47	9%	720.76	9%	720.76	1,441.52
Total	**8,008.47**		**720.76**		**720.76**	**1,441.52**

Tax Amount (in words) : **INR One Thousand Four Hundred Forty One and Fifty Two 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

GANJI VENKANNA AND SONS SEC'BAD

Authorised Signatory

This is a Computer Generated Invoice

 23-11-2021 11:26:22

Purchase Order

82740
12.11.21 5:08:07

From Company : **MC Modi Educational Trust**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAATM5488Q2Z0

Supplier Details			
Ganji Venkannah & sons (Asian Paints)	**Doc No**	82740	162148
#5-5-97/2, Ganji chambers, Ranigunj,Secunderabad-500003 A.P.India.	**Doc Date**	19-11-2021	
	Quote No	Nil	
GSTIN 36AABFG9288K1ZT 040-40146505	**Quote Date**	13-10-2021	
27710339,27719935,277807357	**SupplyType**	Supply	

Kind Attn : Mr.Ganji Ashok

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6535 - Paints - External Waterbase Primer - 20ltrs - buckets *External Cement Primer*	3.00	2,669.49	0.00	18.00	9,449.99
					Total Order Value . . .	**9,449.99**

Rupees : Nine Thousand Four Hundred Fourty 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	Manilal Modi Memorial Hospital . Phone. Madhu Site Engineer - 9502211499
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 stock maintaine purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *MC Modi Educational Trust*

Authorised Signatory

Name : 24/11/2021

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

r43c

Requisition Form

Company Name:	MCMET	Date:	17-11-2021
Site & Phase :	Manilal Modi Memorial Hospital	Time:	03:00PM
Supplier		Req. No.	162148
Material required before date:	19-11-2021	ID No.	71274

No	Description	Size	Quantity	Units	Inward No	Date
1	External Cement Primer 82740	20ltrs	03	No's		
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Remarks: Towards MCMET External Plastering purpose.

Prepared By	Pushpalatha	Approved by	T. Madhu
Sign.& Date	17-11-2021	Sign. & Date	17-11-2021

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

APPROVED
24 NOV 2021
MINISH PARIKH
MANAGER PROCUREMENT