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## **APPENDICES AND BIBLIOGRAPHY**

GPI NO. KOLHAPUR
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STORES ISSUE REQUISITION DATE	ALO RT 30
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USED DEPT. CODE	PRODUCT CODE	ISSUE ALT CODE	FRESH INPUT YES	MARK NO
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ITEM DESCRIPTION AND DRC. NO.	DIV. CD	DEPT CD	BODGET CD

RAW MATERIAL CODE	UNIT CODE	REQUIRED QTY.	ISSUE QTY.	BALANCE QTY.

REQ QTY. IN WORDS	ISSUE QTY IN WORDS
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WIP MATERIAL CODE	UNIT CODE	REQUIRED QTY.	ISSUED QTY.	BALANCE QTY.

REQ. QTY. IN WORDS	SPECIMEN	ISSUE QTY. IN WORDS
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DEPT. NAME	DEPARTMENT	ISSUED BY	RECEIVED BY	KARDEXED BY	PUNCHED BY

UNIT CODE

SD/-

GHATGE PATIL IND. LTD.  
DCHAGAON, KOLHAPUR - 416005

MAINT  
PURCHASE  
REQUISITION

SR. NO.  
DATE

Sr .No.	Material specification	code No.	Reat Qty.	Store stock	Dept stock	YTD
	SPECIMEN					

Purpose :

Dept. Head

Material manager

Y.P (Maint.)



PARTY  
 DELIVER CHALLAN  
 FPR GEN. STPRES

NO.  
 DATE :  
 SUPPLIES CODE

YOUR REF. : DT.  
 OUR REF  
 MODE OF DESPATCH PRETANT  
 BRIBWB NO. and DT :  
 PACKED IN :  
 GROSS - WT - KG. VALUE OF GOODS

DUVUCD	DEPTCDI	BUDCD	CONTCD		
SR. NO.	PRODUCTION CODE	ISSUE ACCT HEAD	DESCRIPTION AND DRG. NO. OF GOODS SENT RAWHTLCO DESCRIPTION AND DRG. NO OF GOODS TOBE RECEIVED WIPCDMO REMARKS.	UNIT - DESC QTY. SENT FUNIT - DESC QTY. TOBE RECD.	TOTAL BUYING TOTAL FWT INKG
	SPECIMEN				

**MATERIAL SENT FOR  
 (TO BE RETURNED)**

UNIT CODE : 01 - MO - 02 NTR  
 03 - 5Q NTR, 04 - LTR,  
 05 - COB - NTR, 06 - KG.  
 07 - B - TOM 08 - COB - FT

**REJECTED MATERIAL RETURNED TO PARTY**

MATERIAL COLLECTED FROM  
 PURCHASE / GENERAL STORES.

OCTROL  
 Refundable/Non refundable

Sd/-  
 Suppliers sign. any  
 Date.

GPI  
KOLHAPUR

INVOICE CUM CHALLAN

DESPATCHED TO

INVOLCED TO :

VENDOR CODE

AUTHENTICATED BY

POWER OF ATTORNEY  
OR  
AUTHORISED AGENT.

PARTY PURCHASE ORDER NO.		PO DATE	OANO	OA DATE	CUSTCD	REGION		
ESTINATION		PAYMENT	TYPE	STC SI FORM		CST NO		
SR. NO.	PRODUCT CODE GPI DRAWING NO	DESCRIPTION PARTY DRAWING NO.		QTY.	WIEGHTZN KG. PER	TOTAL WEIGHT IN KGS.	RATE RS	AMOUNT RS. PS.
	SPECIMEN							

Sd/-

GOODS RECEIPT  
NOTE REGISTER

GHATGE PATIL INDUSTRIES LIMITED

GRN No.	Date	Suppliers Name & Addresses	Supplier Chalan No. date	Materials particular	Despatched from place	Date pestcheo to place	Comer	LR/RR No. & Date	Weight Kg.	Date Rs.	Amount Rs.	Comeris bill No & Date	GRN offered Inspection	GRN Received from Inspectio	GRN cleared on
				SPECIMEN											

GHATGE PATIL INDUSTRIES LTD.  
 UCHAGAON, KOLHAPOR - 416 005  
 MAHARASHTRA (INDIA)  
 TELGRAMS : VAJRAGUNAK, KOLHAPOR  
 TELEX : 0195 - 213 - TELE - PHONE 20061 (4 LINES)  
 FAX. (0231) 654518

PURCH ORDER

PRODT	NO
EFFT	ANDNO
VALDT	SUPCD
CURRT	
DATE	
VR REF	
DATE	

BUYER DIVCD                      DEPTCD

PLEASE SUPPLY THE FOLLOWING GOODS SUBJECT TO TERMS AND CONDITION PRIVATE OVERLEAF.

MATERIAL DESCRIPTION		SURCH DD %		AMOUNT		
SR	CLASS DESCRIPTION	REMARK		DISCOUNT		
NO.	ITEM CODE	DRG. NO.	PRICE PER	UNIT		
	BCD	CCD	MODVAT	EXCISE ON RS	QUANTITY	RATE
				<b>TOTAL AMOUNT</b>	FOR G.P.I. LTD. Sd/- AUTHORISED SIGNATUR	



GPI  
KOLHAPUR

PROFORMA ORDER

SUPPLIERS CODE :  
BUYER

Sr.No.	Material M. code	Description Drg.No.	Cont code	MOD VAT	UNIT Qty.	DISC % RATE	Amount Rs.
		SPECIMEN					

Remdne

Basic Ex. Dupty	Sp. Ex. Dupty	Packing %	Forwarding	Freiqut / Unit
Sates Tax :-		Purchase Tax		Delivery Terms
Mode of Despatch				Tranporter
Delivery Scheduled		Pay terms		

End use :

President  
-sd-  
Sr. Manager (maint.)

V.P. (maint)  
sd-  
prepared by.

**GHATGE PATIL INDS. LTD.**

No.  
Department

**KOLHAPUR  
ORDER SHEET**

Date

Serial No.	Description of the material	Qty.	Rate
	<b>SPECIMEN</b>		

Dept. Head

Last date of the  
Material Supplied

(To be filled in the store keeper in - charge)

Name of supplier

Rate of last  
Supply

Storekeeper

**GOODS RECEIPT / APPROVAL MEMO**

GPI

Date

KOLHAPUR

Inward	Description	Date of	Qty.	Inspection Report
		SPECIMEN		
Bill No.	Accepted			
Amount A	Accountant	Storekeeper		

Dept. must sent GRN back to store within 7 days

GHATGE PATIL INDUSTRIES LTD.  
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 TELGRAMS : VAJRAGUNAK, KOLHAPUR  
 TELEX : 0195 - 213 - TELE - PHONE 20861 (4 LINES)  
 FAX. (0231) 654518

PURCH ORDER

PRODT	
EPFT	NO
VALDT	ANDNO
OURRET	SOPCD
DATE	
VR REF	
DATE	

BUYER DIVCD                      DEPTCD

PLEASE SUPPLY THE FOLLOWING GOODS SUBJECT TO TERMS AND CONDITION PRIVATE OVERLEAF.

Sr.	MATERIAL DESCRIPTION	SURCHADD %					AMOUNT
	CLASS DESCRIPTION	REMARKS	DISCOUNT				
No.	ITEMS CODE	DRG.NO.	PRICE	UNIT			
	BCD	CCD	MODVAT	EXCISE ON Rs.	QUANTITY	RATE	
SPECIMEN							
		GPI					
		Sd/-					
	AUTHORISED SIGNATORY				TOTAL		
					AMOUNT		