

MASTER AMENDMENT FORM Ver-2.1

TO CREATE / CHANGE DATA IN THE MASTERS (Customer / Vendor / Item) ^

DEPARTMENT: _____

DATE: _____

To Create a New Entry in Master Tables (CUSTOMER / VENDOR) ^

To amend an existing entry in Master Tables (CUSTOMER / VENDOR) ^

(Please put a v mark in the appropriate field where you want to make the change, and provide the correct data in the corresponding 'VALUE' column)

FIELDS	# OF CHAR.	VALUE
No. * §	20	
Name *	50	
Name 2	50	
Address *	50	
Address 2	50	
Post Code *	20	
City *	30	
County *	10	
State *	10	
Ph. No.	30	
Fax. No.	20	
E-mail	80	
GSTIN *	20	
PAN **	20	
Status of PAN **		AOP/BOI/Company/Firm/Govt./HUF/Local Auth/Artificial Juridical Person/Individual/Trust/Krish (Trust Krish)
TDS Nature of Deduction **		Contractor/Professional/Advertisement^

Payment Details**

Name of Bank		
Branch Name		
Branch Code		
Account Type		
Account Number		
Branch IFSC		
Branch MICR		

* Mandatory Fields

** Mandatory fields for Vendors only

^ Please strike out the inappropriate option

§ Value will be supplied by the System Administrator

Signature of Requestors

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TO CREATE / CHANGE DATA IN THE MASTERS (Customer / Vendor / Item) ^

To Create a New Entry in Master Tables (ITEMS)

FIELDS	# OF CHAR.	VALUE
No.* [§]	20	
Description*	30	
Description2	30	
UOM*	10	
Item Type*	Option	Product / Service ^
HSN / SAC*	10	
TAX Component*	Option	GST 0 / 5 / 12 / 18 / 28 ^

To amend an existing entry in Master Tables (ITEMS) ^

(Please put a v mark in the appropriate field where you want to make the change, and provide the correct data in the corresponding 'VALUE' column)

(v)	FIELDS	# OF CHAR.	VALUE
	No.*	20	
	Description*	30	
	Description2	30	
	UOM*	10	
	Item Type*	Option	Product / Service ^
	HSN / SAC*	10	
	TAX Component*	Option	GST 0 / 5 / 12 / 18 / 28 ^

* Mandatory Fields

** Mandatory fields for Vendors only

^ Please strike out the inappropriate option

§ Value will be supplied by the System Administrator

Signature of Requestors