PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26/4/23	Prepared by	V. RAVI	Serial no.	**16415**
Supplier name	Global safety solutions.			HO inward no.	
Firm/Company	AMT2	Project	AMT2	HO received date	
PO/WO date	28/12/22	PO/WO No.	9540.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2274	30.01.23	2415-00	✓ ☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2415-00
Proof of delivery by way of: ✓ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	118485	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:	2415-00
Amount E – PO / WO value:	2415-00
Amount F – Difference (A – E):	Nil
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	27/4/23.
Remarks: find bill & close this Po.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		26/4/23.			
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.

MODI PROPERTIES PVT. LTD. INWARD No. 1162 Date 26/4/23 Sign. SECUNDERABAD

Form for closure of purchase order

PO no.:	95540	PO date:	28-12-2022	Req. no.:	210004	Advice Scan ID	
Barcoded PO available	☑ Y/□ N	Invoice original available	☑Y/□N /□Copy available			POD available	☑Y/□ N

Data required from site/engineers:		
MRN nos. related to PO: 118485		
□ Part material received.	☑ Full material received.	□ Material not received.
□ Close PO – Balance material will be re-ordered by new requisition.		
□ Cancel PO. Material not required.	□ Cancel PO. Material will be re-ordered by new requisition	
□ Keep PO open. Material required.	□ Keep PO open. Work under progress.	
Remarks by engineer: Close PO		

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.

Prepared by: A.Dharma Teja	Sign: [signature]	Date: 11-04-2023
Data required from accounts:		
□ Checked with E&D for receipt of bills.		
☑ Bills not received against this PO.	□ Part bill received against this PO.	□ All bills received against this PO.
□ Advance paid against this PO	Amount paid:	Date of payment:
Details of part bill received:		

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants:		
Prepared by: B. Govinda	Sign: B. Govinda	Date: 25-04-2023

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by:	Sign:	Date:
Remarks by Ravi + details of bills to be approved:		

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	2274	30.01.23	2415.00	118485
2.				
3.				

Remarks: Need MD's Approval for enclosed Invoice.		
Prepared by: Ravi	Sign: [signature]	Date: 25.04.23
Advice by MD - action to be taken.		

□ Get certified bill from supplier (not original).		□ Prepare bill in SSLLP for material supplied.	
☑	Thereafter, prepare advice for credit to supplier and send to Soham for processing.		
☑	Close PO	□	Keep PO open. Material awaited
□	Accounts to be reconciled with supplier. Get supplier's ledger.		
Remarks:			
Approved by: Soham	Sign:	Date:	

APPROVED BY
26 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 09-03-23 ver5.docx

(DUPLICATE FOR TRANSPORTER)

Tax Invoice

GLC AL SAFETY SOLUTIONS #5 [illegible] Ranigunj Secunderabad-500003 GSTIN/UIN: 36AAOFG9573A1Z5 State Name : Telangana, Code : 36 Contact : 9581228898,9502555088 E-Mail : gss.infoteam@gmail.com	Invoice No. **2248**	Dated **2-Jan-23**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date. **2248 dt. 2-Jan-23**	Other References
Buyer (Bill to) **AMTZ Medpolis Square Pvt Ltd** 5-4-187/3 & 4, IInd Floor, Soham Mansion MG Road, Ranigunj, Hyderabad-500003 GSTIN/UIN : 36AAXCA5159I1ZV State Name : Telangana, Code : 36	Buyer's Order No. **95540-210004**	Dated **2-Jan-23**
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**Midas 9900 Cut Resistant Hand Gloves**	61169200	5 %	**20 prs**	115.00	prs		**2,300.00**
	CGST@2.5%				2.50	%		**57.50**
	SGST@2.5%				2.50	%		**57.50**
	Total			**20 prs**				**₹ 2,415.00**

INWARD

... No. 27	Dt: 06-04-23
... No: 118485	Dt: 07-04-23
Received By: A Dharma Teja	Sign:

AMTZ MEDPOLIS SQUARE PV...

E & O E

Amount Chargeable (in words)

INR Two Thousand Four Hundred Fifteen Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
61169200	2,300.00	2.50%	57.50	2.50%	57.50	115.00
Total	**2,300.00**		**57.50**		**57.50**	**115.00**

Tax Amount (in words) : **INR One Hundred Fifteen Only**

Company's PAN : **AAOFG9573A**

Declaration

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

Company's Bank Details
Bank Name : **AXIS BANK**
A/c No. : **919020070179320**
Branch & IFS Code : **MG Road, Secunderabad & UTIB0000068**

Customer's Seal and Signature

for GLOBAL SAFETY SOLUTIONS

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

 29-12-2022 10:31:47 Original / Office Copy / Purchase Div.Copy

From Company : **AMTZ Medpolis Square PVT Ltd**
5-4-187/3&4, IInd floor, soham mansion, M G Road, Ranigunj, Hyderabad - 3
G S T No. : 36AAXCA5159I1ZV

Supplier Details			
Global Safety Solutions	Doc No	95540	210004
5-5-48, Ranigunj, secunderbad	Doc Date	28-12-2022	
	Quote No	Nil	
GSTIN 36AAOFG9573A1Z5	Quote Date	28-12-2022	
9502555088/9581228898	SupplyType	Supply	

Kind Attn : Mr.Qasim Hussain/AQ Shakir

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	661600 - GENE-General Items - Safety Hand Gloves-- - STD - pair	20.00	115.00	0.00	5.00	2,415.00
					Total Order Value . . .	**2,415.00**

Rupees : Two Thousand Four Hundred Fifteen Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	AMTZ Medpolis Square Pvt Ltd . Phone. .
Penality For Delay	Nil
Transportation	Transportation Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for AMTZ All site marking 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 invoice must be

For ***AMTZ Medpolis Square PVT Ltd***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Global Safety Solutions***

Name : ______________________

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	AMTZ Medpolis Square Pvt Ltd	Date:	28-12-2022			
Site & Phase :	AMTZ	Time:	12.00AM			
Unit No./Block No.	Site Marking Purpose					
Supplier:		Req. No.	210004			
Material required before date:	Urgent	ID No.				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	PAIN3871-Paints-Spray Paint Can----Nos Red	10	0	10		
2	PAIN3871-Paints-Spray Paint Can----Nos Blue	10	0	10		
3	PAIN3871-Paints-Spray Paint Can----Nos yellow	10	0	10		
4	STAT4346-Stationary-Scribling Pads----Nos	10	0	10		
5	STAT5222-Stationary-Permanent Marker ---Black-Nos	5	0	5		
6	STAT5375-Stationary-Permanent Marker ---Red-Nos	5	0	5		
7	GENE7265-General Items-Safety Hand Gloves---STD-Pairs	20	0	20		
8	GENE1719-General Items-Helmets Staff and Visitors----Nos	10	0	10		
9	TOOL4578-Tools-Spirit level ---300mm-Nos	2	0	2		
10	CONS3713-Consumables-Umbrella----Nos	2	0	2		
Remarks:	AMTZ All Site Marking Purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	A. Dharma Teja	Sreedhar.S				
Approved By:						
Sign & Date:		28/12/2022				

Tax Invoice

GLOBAL SAFETY SOLUTIONS #5-5-48,Ranigunj, Secunderabad-500003 GSTIN/UIN: 36AAOFG9573A1Z5 State Name : Telangana, Code : 36 Contact : 9581228898/9502555088 E-Mail : gss.infoteam@gmail.com	Invoice No. **2274**	Dated **30-Jan-23**
	Delivery Note -	Mode/Terms of Payment
	Buyer's Order No. **95540-210004**	Dated **25-Jan-23**
Buyer (Bill to) **AMTZ Medpoils Square Pvt Ltd** 5-4-187/3 & 4, IInd Floor, Soham Mansion , MG Road, Ranigunj, Hyderabad-500003 GSTIN/UIN : 36AAXCA5159I1ZV State Name : Telangana, Code : 36 Place of Supply : Telangana	Dispatch Doc No.	Delivery Note Date **25-Jan-23**
	Dispatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
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	SGST@2.5%				*2.50*	*%*		**57.50**
	Total			**20 prs**				**₹ 2,415.00**

"TRUE COPY"

E. & O.E

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