PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	5/9/20.	Prepared by:	SOWMYA
PO/WO no.	67911	PO / WO Date.	11/6/20
Supplier Name	Atlas Securitty & Safety Inc	PO/WO amount	1,680.
Firm/Company	SSllp.	Project	Shllp
Sl. No.	Bill No.	Bill Date	Bill amount
1.	644/20-21	3/9/20	1,680
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,680

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			82625	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No
Amount B –Other Credits :_				–
Amount C –Other Debits :_				–
Amount D (D=A+B-C) – Amount to be credited to the supplier:				1,680
Amount E – PO / WO value:				1,680
Amount F – Difference (A – E):				–

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	**12.9.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	5/9/20						

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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)

Atlas Security & Safety Inc 4-4-84, Mahankali Street Ranigunj Secunderabad 500 003 GSTIN/UIN: 36AAMFA1505E1ZX State Name : Telangana, Code : 36 E-Mail : atlassecuritysafety@gmail.com	Invoice No. **644/20-21**	Dated **3-Sep-2020**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Consignee **Summit Sales LLP** 5-4-187/3&4,II Nd Floor, M.G.Road, Secunderabad -500003. GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **67911/14611**	Dated **11-Jun-2020**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
Buyer (if other than consignee) **Summit Sales LLP** 5-4-187/3&4,II Nd Floor, M.G.Road, Secunderabad -500003. GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Terms of Delivery	

7/9/20

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**First Aid Box**	30065000	12 %	**2 No**	750.00	No		**1,500.00**
	SGST							**90.00**
	CGST							**90.00**
	Total			**2 No**				**₹ 1,680.00**

INWARD
Inward No: 14831 Dt: 4/9/20
MRN No: 82625 Dt: 4/9/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

PROPERTIES
INWARD No. 69097 Date 8/9/20
SEC'BAD

Amount Chargeable (in words)

E. & O.E

Indian Rupees One Thousand Six Hundred Eighty Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
30065000	1,500.00	6%	90.00	6%	90.00	180.00
Total	**1,500.00**		**90.00**		**90.00**	**180.00**

Tax Amount (in words) : **Indian Rupees One Hundred Eighty Only**

Company's VAT TIN : **36850234809**
Company's CST No. : **CST:SEC/09/01/3201/05-06**
Company's PAN : **AAMFA1505E**

Company's Bank Details
Bank Name : **Kotak Mahindra Bank (0554 218 0000 100)**
A/c No. : **05542180000100**
Branch & IFS Code : **S.D.Road & KKBK0000554**

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

for Atlas Security & Safety Inc

ATLAS SECURITY & SAFETY INC SECUNDERABAD

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

 11-06-2020 2:02:36 PM

67911
03.06.20 12:48:14

From Company :	**Summit Sales LLP** 5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003. G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Atlas Security & Safety Inc #4-4-84, Mahankali Street, Ranigunj, Secunderabad - 500 003.	**Doc No**	67911	14611
	Doc Date	11-06-2020	
	Quote No	Nil	
GSTIN 36AAMFA1505E1ZX	**Quote Date**	11-06-2020	
040 - 66333053 9705227773	**SupplyType**	Supply	

Kind Attn : Mr. Hasnain Khorakiwala

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4028 - Consumables - First -Aid Kit - NA - boxes	2.00	750.00	0.00	12.00	1,680.00
					Total Order Value . . .	**1,680.00**

Rupees : One Thousand Six Hundred Eighty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra,9502266233, Mahesh.
Penality For Delay	Nil
Transportation Cost	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 use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

For ***Atlas Security & Safety Inc***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	10.06.2020
Site & Phase :	SHLLP	Time:	16.00
Supplier		Req. No.	14611
Material required before date:		ID No.	57555

No	Description	Size	Quantity	Units	Inward No	Date
1	STAMP PAD	BLUE	24	NOS		
2	PENCIL BOX		10	NOS		
3	PUNCH	BIG	5	NOS		
4	STAPLER	BIG-45	5	NOS		
5	STAPLER PINS	NO-10	100	BOXES		
6	SCRIBLING PADS		60	NOS		
7	ACID		36	NOS		
8	ROOM FRESHER		20	BAGS		
9	COCONUT BROOMS		30	NOS		
10	DETTOL HANDWASH		48	NOS		
11	WIPER		15	NOS		
12	GUNNY BAGS		500	BAGS		
13	VIM BAR		36	NOS		
14	FIRST AID KIT 67911		2	NOS		
15	WATER NOTTLES Bottles		36	NOS		
16	STAPLER	NO-10	30	NOS		
17	PLASTIC SCALE		20	MOS		
18	RING BINDER FILE	A3	24	NOS		
19	RING BINDER FILE	A4	12	NOS		
20	NOTICE BOARD PINS		6	BOXES		
21	CELLO PENS	BLUE	100	NOS		
22	CELLO PENS	BLACK	100	NOS		
23	DETTOL ANTISEPTIC LIQUID	BIG	20	NOS		

Remarks:For stock maintainance

Prepared By	SOWMYA	Approved by	
Sign.& Date	10.06.2020	Sign. & Date	

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

APPROVED BY
11 JUN 2020
SOHAM MODI
MANAGING DIRECTOR