

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05/11/20	Prepared by:	NEHA
PO/WO no.	71607	PO / WO Date.	27/10/20
Supplier Name	Global Safety sol ⁿ	PO/WO amount	19,824/-
Firm/Company	Summit Sales LLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1322	28/10/20	19,824/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			19,824/-
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			84547 ☒ Yes ☐ No
2.			☐ Yes ☐ No
3.			☐ 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:			19,824/-
Amount E – PO / WO value:			19,824/-
Amount F – Difference (A – E): GST-18%			
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		06/11/20	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date			

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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/-

(ORIGINAL FOR RECIPIENT)

Invoice No.	Dated
1322	28-Oct-2020
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No.	Dated
71607-168074	27-Oct-2020
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

This is a Computer Generated Invoice



Purchase Order

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27-10-2020 10:42:21 AM



71607

20.10.20 4:01:43

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

Supplier Details

Global Safety Solutions
5-5-48, Ranigunj, secunderbad

GSTIN 36AAOFG9573A1Z5

9502555088/9581228898

Doc No	71607	168074
Doc Date	27-10-2020	
Quote No	Nil	
Quote Date	27-10-2020	
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 9514 - Tools - Cube testing moulds - 6 In - nos	24.00	700.00	0.00	18.00	19,824.00
Total Order Value . . .					19,824.00

Rupees : Nineteen Thousand Eight Hundred Twenty Four 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.
Penalty 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 Purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Global Safety Solutions**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		SSLLP		Date:		21.10.2020	
Site & Phase :		SHLLP		Time:		16.00	
Supplier				Req. No.		168074	
Material required before date:					ID No.		60926
No	Description	Size	Quantity	Units	Inward No	Date	
1	LIZOL		48	NOS			
2	COLIN		24	NOS			
3	HARPIC		24	NOS			
4	PHENYL		20	NOS			
5	WHIPER		20	NOS			
6	DETTOL HAND WASH		48	NOS			
7	COB WEB STICK		10	NOS			
8	VIM BAR		24	NOS			
9	SURF		30	NOS			
10	ROOM FRESHNER		24	NOS			
11	BLUE SHEET	24X18	20	NOS			
12	BLUE SHEET	12X18	20	NOS			
13	CUBE TESTING MOULDS		24	NOS			
7, 609							
Remarks: FOR STOCK MAINTENANCE AND SITE USE							
Prepared By		SOWMYA		Approved by			
Sign. & Date		21.10.2020		Sign. & Date			

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

