PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 05/11/20 | Prepared by: | NEHA |
| PO/WO no. | 71172 | PO / WO Date. | 9/10/20 |
| Supplier Name | Atlas Security & Safety Inc | PO/WO amount | 4,200/- |
| Firm/Company | Summit Sales LLP | Project | SHLLP |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 1006 | 28/10/20 | 4,200/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 4,200/- |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | | | 84757 | □ 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: | 4,200/- |
| Amount E – PO / WO value: | 4,200/- |
| 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 | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Keerthi | [signature] | | | | | |
| Date | 05/11 | 5/11 | | | | | |

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/-

## Tax Invoice

*(ORIGINAL FOR RECIPIENT)*

| | | |
|---|---|---|
| **Atlas Security & Safety Inc**<br>4-4-84, Mahankali Street<br>Ranigunj Secunderabad 500 003<br>GSTIN/UIN: 36AAMFA1505E1ZX<br>State Name : Telangana, Code : 36<br>E-Mail : atlassecuritysafety@gmail.com | Invoice No.<br>**1006/20-21** | Dated<br>**28-Oct-2020** |
| | Delivery Note | Mode/Terms of Payment |
| | Supplier's Ref. | Other Reference(s) |
| Consignee<br>**Summit Sales LLP**<br>5-4-187/3&4,II Nd Floor, M.G.Road, Secunderabad -500003.<br>GSTIN/UIN : 36ACQFS2044C1Z7<br>State Name : Telangana, Code : 36 | Buyer's Order No.<br>**71172/168032** | Dated<br>**9-Oct-2020** |
| | Despatch Document No. | Delivery Note Date |
| | Despatched through | Destination |
| Buyer (if other than consignee)<br>**Summit Sales LLP**<br>5-4-187/3&4,II Nd Floor, M.G.Road, Secunderabad -500003.<br>GSTIN/UIN : 36ACQFS2044C1Z7<br>State Name : Telangana, Code : 36 | Terms of Delivery | |

| Sl No. | Description of Goods | HSN/SAC | GST Rate | Quantity | Rate | per | Disc. % | Amount |
|---|---|---|---|---|---|---|---|---|
| 1 | **First Aid Box** | 30065000 | 12 % | **5 No** | 750.00 | No | | **3,750.00** |
| | ***SGST*** | | | | | | | **225.00** |
| | ***CGST*** | | | | | | | **225.00** |
| | Total | | | **5 No** | | | | **₹ 4,200.00** |

MOBI PROPERTIES PVT. LTD. SECBAD INWARD No. 70758 Date 04/11 Sign. Neha

INWARD
Inward No: 15155 Dt: 30/10/20
GRN No: 84757 Dt: 02/11/20
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

Amount Chargeable (in words) *E. & O.E*

**Indian Rupees Four Thousand Two Hundred Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| 30065000 | 3,750.00 | 6% | 225.00 | 6% | 225.00 | 450.00 |
| **Total** | **3,750.00** | | **225.00** | | **225.00** | **450.00** |

Tax Amount (in words) : **Indian Rupees Four Hundred Fifty Only**

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

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

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**

Authorised Signatory

This is a Computer Generated Invoice

# Purchase Order

 09-10-2020 5:46:26 PM

71172
08.10.20 5:21:49

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<br>#4-4-84, Mahankali Street, Ranigunj, Secunderabad - 500 003. | **Doc No** | 71172 | 168032 |
| | **Doc Date** | 09-10-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AAMFA1505E1ZX | **Quote Date** | 09-10-2020 | |
| 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 | 5.00 | 750.00 | 0.00 | 12.00 | 4,200.00 |
| | | | | | **Total Order Value . . .** | **4,200.00** |

Rupees : Four Thousand Two Hundred 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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: | 7.10.2020 |
| Site & Phase : | SHLLP | Time: | 15.00 |
| Supplier | | Req. No. | 168032 |
| Material required before date: | | ID No. | 605898 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | GOVA ROPES | | 20 | NOS | | |
| 2 | GI BUCKETS 71147 | | 36 | NOS | | |
| 3 | BLUE SHEET | 12X18 | 10 | NOS | | |
| 4 | BLUE SHEET | 24X18 | 10 | NOS | | |
| 5 | LABOUR HELMETS | MALE | 100 | NOS | | |
| 6 | LABOUR HELMETS 71144 | FEMALE | 100 | NOS | | |
| 7 | STAFF HELMETS | WHITE | 10 | NOS | | |
| 8 | PVC BUCKET WITH MUG | | 10 | NOS | | |
| 9 | DUST PAN | | 20 | NOS | | |
| | COB WEB STICK 71150 | | 10 | NOS | | |
| 11 | BOMBAY BROOMS | BIG | 50 | NOS | | |
| 12 | FIRST AID KIT | | 5 | NOS | | |
| 13 | ACID 71172 | | 60 | NOS | | |
| 14 | DOOR MAT- CLOTH | | 25 | NOS | | |
| 15 | GREY -DOOR MATS | 4'X2' | 8 | NOS | | |
| | | | | | | |

Remarks:FOR STOCK AND SITE PURPOSE

| | | | |
|---|---|---|---|
| Prepared By | SOWMYA | Approved by | APPROVED BY -8 OCT 2020 SOHAM MODI MANAGING DIRECTOR |
| Sign & Date | 7.10.2020 | Sign. & Date | |

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