

PURCHASE DIVISION  
Advice for approval for credit to supplier

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                  |                                                                                                                                                                           |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------|-----------------------------|------------------|---------------------|-----|-----------------------------|------------|------------------|-------|--|--|--|--|--|--|--|------|------------|------|--|--|--|--|--|
| Date: 18/01/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  | Prepared by: NEHA                                                                                                                                                         |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| PO/WO no. 73743                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                  | PO / WO Date. 11/01/2021                                                                                                                                                  |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Supplier Name Global Safety Solutions                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                  | PO/WO amount 2124/-                                                                                                                                                       |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Firm/Company B S C Estates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  | Project MFG                                                                                                                                                               |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Sl. No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Bill No.         | Bill Date                                                                                                                                                                 | Bill amount                                              |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1380             | 12/01/2021                                                                                                                                                                | 2124/-                                                   |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |                                                                                                                                                                           |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |                                                                                                                                                                           |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Amount A – Bills total(Excluding Transport & Hamali Charges):                                                                                                                                                                                                                                                                                                                                                                                                                                             |                  |                                                                                                                                                                           | 2124/-                                                   |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Sl. No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | DC .No           | DC. Date                                                                                                                                                                  | MRN No. DC matches MRN                                   |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                  |                                                                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| 2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                  |                                                                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| 3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                  |                                                                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Amount B –Other Credits :_Transportation charges                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |                                                                                                                                                                           |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Amount C –Other Debits :                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                  |                                                                                                                                                                           |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:                                                                                                                                                                                                                                                                                                                                                                                                                                               |                  |                                                                                                                                                                           | 2124/-                                                   |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Amount E – PO / WO value:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |                                                                                                                                                                           | 2124/-                                                   |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Amount F – Difference (A – E): GST-18%                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |                                                                                                                                                                           |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Quantity received as per PO /WO                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Is difference between PO / Bill acceptable?                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                  | <input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                                |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Excess / short material received                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  | <input type="checkbox"/> Approved within acceptable limits <input type="checkbox"/> No (explained below)                                                                  |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Close PO / W?O                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)                             |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Advance paid / PDC given (deduct when paying)                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                  | <input type="checkbox"/> Yes – Rs. ___/- <input checked="" type="checkbox"/> No                                                                                           |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Payment – due date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                  | 23/01/2021                                                                                                                                                                |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Remarks:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                  |                                                                                                                                                                           |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>Procurement Manager</td> <td>M D</td> <td>Accounts – receiver of bill</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>18/01/2021</td> <td>18/1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> |                  |                                                                                                                                                                           |                                                          | Approved by | Purchase Officer            | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager | Sign: |  |  |  |  |  |  |  | Date | 18/01/2021 | 18/1 |  |  |  |  |  |
| Approved by                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Purchase Officer | Purchase Manager                                                                                                                                                          | Procurement Manager                                      | M D         | Accounts – receiver of bill | Accountant       | Accounts Manager    |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Sign:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                  |                                                                                                                                                                           |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 18/01/2021       | 18/1                                                                                                                                                                      |                                                          |             |                             |                  |                     |     |                             |            |                  |       |  |  |  |  |  |  |  |      |            |      |  |  |  |  |  |

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/-





## Purchase Order



73743

09.01.21 11:06:14

Page(s) 1 Of 1

11-01-2021 14:06:01

From Company : **B and C Estates**  
5-4-187/3&4 II floor, M G Road, Secunderabad 500003  
G S T No. : 36AAHFB7046A1ZT

### Supplier Details

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

**GSTIN** 36AAOFG9573A1Z5

9502555088/9581228898

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 73743      | 182515 |
| <b>Doc Date</b>   | 11-01-2021 |        |
| <b>Quote No</b>   | Nil        |        |
| <b>Quote Date</b> | 11-01-2021 |        |
| <b>SupplyType</b> | Supply     |        |

**Kind Attn : Mr.Qasim Hussain/AQ Shakir**

Purchase Order for the Supply of following Items.

| Item Name                                                | Qty  | Rate     | Dis% | GST   | Amount          |
|----------------------------------------------------------|------|----------|------|-------|-----------------|
| 1 2290 - Carpentry -glass - Convex Mirror - Others - nos | 1.00 | 1,800.00 | 0.00 | 18.00 | 2,124.00        |
| <b>Total Order Value . . .</b>                           |      |          |      |       | <b>2,124.00</b> |
| Rupees : Two Thousand One Hundred Twenty Four Only.      |      |          |      |       |                 |

### Terms and Conditions :-

|                              |                                                                                                                              |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Specification / Brand</b> | As per details given in the quotation.                                                                                       |
| <b>Payment Terms</b>         | After Delivery & Production of bill                                                                                          |
| <b>Tax</b>                   | Inclusive of all taxes                                                                                                       |
| <b>Delivery Date</b>         | Next Day.                                                                                                                    |
| <b>Delivery Location</b>     | May Flower Grande<br>Sy.no.191, Mallapur Main Road, Hyderabad -500076<br>Phone. Contact no. :9502211011 - (Mr. V.Ravi-admin) |
| <b>Penalty For Delay</b>     | Nil                                                                                                                          |
| <b>Transportation Cost</b>   | Transport cost shall be borne by us.                                                                                         |
| <b>Warranty</b>              | Nil                                                                                                                          |
| <b>Advance Paid</b>          | Nil                                                                                                                          |
| <b>Other Terms</b>           | We reserve the right to reject items not conforming to quality and specifications. Above order for main entrance purpose.    |
| <b>Completion Date</b>       | Nil                                                                                                                          |
| <b>Measurment</b>            | Nil                                                                                                                          |
| <b>Security</b>              | Nil                                                                                                                          |
| <b>Remarks</b>               |                                                                                                                              |

For **B and C Estates**

Authorised Signatory

Name : \_\_\_\_\_

Accepted the above Terms And Conditions

For **Global Safety Solutions**

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_

# Requisition Form

|                                |  |        |  |          |  |            |  |
|--------------------------------|--|--------|--|----------|--|------------|--|
| Company Name:                  |  | BNC    |  | Date:    |  | 08.01.2021 |  |
| Site & Phase :                 |  | MFG    |  | Time:    |  | 10:30      |  |
| Supplier                       |  |        |  | Req. No. |  | 182515     |  |
| Material required before date: |  | Urgent |  | ID No.   |  | 62958      |  |

| No | Description                          | Size    | Quantity | Units | Inward No | Date |
|----|--------------------------------------|---------|----------|-------|-----------|------|
| 1  | 12mm Toughened glass - Saint-Gobain. | 7' x 6' | 01       | No.   | 165+181.  |      |
| 2  | Convex mirror                        | 2feet   | 01       | No    | 1800+181. |      |
| 3  |                                      |         |          |       |           |      |
| 4  |                                      |         |          |       |           |      |
| 5  |                                      |         |          |       |           |      |
| 6  |                                      |         |          |       |           |      |
| 7  |                                      |         |          |       |           |      |
| 8  |                                      |         |          |       |           |      |
| 9  |                                      |         |          |       |           |      |
| 10 |                                      |         |          |       |           |      |

Remarks : For main entrance and Reception glass work purpose.

|              |            |              |  |
|--------------|------------|--------------|--|
| Prepared By  | sobhanbabu | Approved by  |  |
| Sign. & Date | 08.01.2021 | Sign. & Date |  |

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