PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	9.3.21	Prepared by:	T Bhasker
PO/WO no.	74770	PO / WO Date.	12/2/21
Supplier Name	Global Safety Sol	PO/WO amount	5310
Firm/Company	SSLLP	Project	SHLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	1432	15/2/21	5310
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5310

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			88824	☐ 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:	5310
Amount E – PO / WO value:	5310
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	19/3/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	9.3.21						

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)*

GLOBAL SAFETY SOLUTIONS [illegible]48,Ranigunj, Secunderabad-500003 GSTIN/UIN: 36AAOFG9573A1Z5 State Name : Telangana, Code : 36 E-Mail : gss.infoteam@gmail.com	Invoice No. **1432**	Dated **15-Feb-2021**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **Summit Sales LLP** M G Road, Secunderabad GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **74770-168392**	Dated **13-Feb-2021**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**Honda Safety Helmet Yellow** *Labour*	65061010	18 %	**80.00 Nos**	45.00	Nos		**3,600.00**
2	**Honda Loader Helmet**	65061010	18 %	**20.00 Nos**	45.00	Nos		**900.00**
								4,500.00
	CGST@9%				9	%		**405.00**
	SGST@9%				9	%		**405.00**
	Total			**100.00 Nos**				**₹ 5,310.00**

INWARD
Inward No: 15839 Dt: 15/2/21
MRN No: 88824 Dt: 16/2/21
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

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

INR Five Thousand Three Hundred Ten Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
65061010	4,500.00	9%	405.00	9%	405.00	810.00
Total	**4,500.00**		**405.00**		**405.00**	**810.00**

Tax Amount (in words) : **INR Eight Hundred Ten Only**

No. 74990
Date: 2/3/21

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

 13-02-2021 12:31:04 PM

74770
10.02.21 5:02:05

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	**Doc No**	74770	168392
	Doc Date	12-02-2021	
GSTIN 36AAOFG9573A1Z5	**Quote No**	Nil	
	Quote Date	12-02-2021	
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	9593 - Tools - Labour helmet male - NA - Nos	80.00	45.00	0.00	18.00	4,248.00
2	9592 - Tools - Labour helmet female - NA - nos	20.00	45.00	0.00	18.00	1,062.00
					Total Order Value . . .	**5,310.00**

Rupees : Five Thousand Three Hundred Ten Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After delivery and production of bill
Tax	Included in the above prices
Delivery Date	With in 10 days
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We resreve the rights to reject the items if not as specified, any damages are in suppliers account, above order is for Stock use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For *Summit Sales LLP*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For *Global Safety Solutions*

Name :

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp		
Site & Phase :	Summit housing llp	Date:	10.2.2021
Supplier		Time:	12.00
Material required before date:		Req. No.	168392
		ID No.	63895

No	Description	Size	Quantity	Units	Inward No	Date
1	LABOUR HELMETS 74770	MALE	100	NOS		
2	HACKSAW BLADE 74772	DOUBLE	200	NOS		
3	BOMBAY BROOMS	BIG	50	NOS		
4	MOPPING STICK		20	NOS		
5	MOPPING CLOTH		120	NOS		
6	YELLOW CLOTH		120	NOS		
7						
8						
9						
10						
11						
12						
13						
14						

Remarks: Stock maintenance and site use

Prepared By	SOWMYA		
Sign.& Date	10.2.2021	Approved by	APPROVED BY
		Sign. & Date	12 FEB 2021 MANAGING DIRECTOR

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