

PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | | | |
|---|------------------|-------------------------|---|--|-----------------------------|-------------------|------------------|
| Date: | | 06-04-2021 | | Prepared by: | | NEHA | |
| PO/WO no. | | 75951 | | PO / WO Date. | | 27-03-21 | |
| Supplier Name | | Global safety solutions | | PO/WO amount | | 4,853.50 | |
| Firm/Company | | Summit sales UP | | Project | | Summit Housing UP | |
| Sl. No. | Bill No. | Bill Date | | Bill amount | | | |
| 1 | 1496 | 31-03-21 | | 4,854 | | | |
| 2 | | | | | | / | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | | | | 4,854 | |
| 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: | | | | | | 4,854 | |
| Amount E – PO / WO value: | | | | | | 4,853.50 | |
| 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 | | | 12/04/21 | | | | |
| Remarks: | | | | | | | |
| | | | | | | | |
| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | MD | Accounts – receiver of bill | Accountant | Accounts Manager |
| Sign: | [Signature] | | | | | | |
| Date | 07/4 | | | | | | |

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 #5-5-48, Ranigunj, Secunderabad-500003 GSTIN/UIN: 36AAOFG9573A1Z5 State Name : Telangana, Code : 36 E-Mail : gss.infoteam@gmail.com | Invoice No. | Dated |
| | 1496 | 31-Mar-2021 |
| Buyer Summit Sales LLP M G Road, Secunderabad GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36 | Delivery Note | Mode/Terms of Payment |
| | Supplier's Ref. | Other Reference(s) |
| | Buyer's Order No. | Dated |
| | 75951-168530 | 31-Mar-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 | Freeman Steel Measuring Tape 5 Mtr Max | 90178010 | 18 % | 20.00 Nos | 110.00 | Nos | | 2,200.00 |
| 2 | Safety Belt Half Body | 63072090 | 5 % | 10.00 Nos | 215.00 | Nos | | 2,150.00 |
| | | | | | | | | 4,350.00 |
| | | | | | 2.50 % | | | 53.75 |
| | | | | | 2.50 % | | | 53.75 |
| | | | | | 9 % | | | 198.00 |
| | | | | | 9 % | | | 198.00 |
| | | | | | | | | 0.50 |
| | | | | | | | | 4,854.00 |
| | | | | 30.00 Nos | | | | ₹ 4,854.00 |



Amount Chargeable (in words) **INR Four Thousand Eight Hundred Fifty Four Only** E & O.E

| HSN/SAC | Taxable Value | Central Tax | | State Tax | | Total Tax Amount |
|--------------|-----------------|-------------|---------------|-----------|---------------|------------------|
| | | Rate | Amount | Rate | Amount | |
| 90178010 | 2,200.00 | 9% | 198.00 | 9% | 198.00 | 396.00 |
| 63072090 | 2,150.00 | 2.50% | 53.75 | 2.50% | 53.75 | 107.50 |
| Total | 4,350.00 | | 251.75 | | 251.75 | 503.50 |

Tax Amount (in words) : **INR Five Hundred Three and Fifty paise Only**

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**
 for **GLOBAL SAFETY SOLUTIONS**

Authorized Signatory

Stores Manager

INWARD
 Invoice No: **16132** Dt: **31/3/21**
 Received By:
SUMMIT SALES LLP

This is a Computer Generated Invoice

Purchase Order



75951

24.03.21 11:13:31

Page(5) 1 Of 1

27-03-2021 10:11:48 AM

Orig

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 | 75951 | 168530 |
| Doc Date | 27-03-2021 | |
| Quote No | Nil | |
| Quote Date | 27-03-2021 | |
| 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 | 2117 - Carpentry - hardware - Measuring tape - 5mtrs - nos | 20.00 | 110.00 | 0.00 | 18.00 | 2,596.00 |
| 2 | 9555 - Tools - Safety belt - other - nos | 10.00 | 215.00 | 0.00 | 5.00 | 2,257.50 |
| Total Order Value . . . | | | | | | 4,853.50 |

Rupees : Four Thousand Eight Hundred Fifty Three and Paise Fifty Only.

Terms and Conditions :-

| | |
|--------------------------|--|
| Specification / | 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 |
| Penalty For Delay | Nil |
| Transportation | 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 :

Name :

Accepted the above Terms And Conditions

For **Global Safety Solutions**

Date : __/__/__

Requisition Form

| Company Name: | | Summit sales llp | Date: | 24.03.2021 | | |
|---|------------------------|--------------------|--------------|------------|-----------|------|
| Site & Phase : | | Summit housing llp | Time: | 12.00 | | |
| Supplier | | | Req. No. | 168530 | | |
| Material required before date: | | | ID No. | 64994 | | |
| No | Description | Size | Quantity | Units | Inward No | Date |
| 1 | Dettol liquid ✓ | | 12 | nos | | |
| 2 | Air packets ✓ | | 25 | nos | | |
| 3 | Colin ✓ | | 20 | nos | | |
| 4 | Phinyle ✓ | | 40 | nos | | |
| 5 | Bombay broom ✓ | Big | 50 | nos | | |
| 6 | Bubble can ✓ | 20 Lbs | 20 | nos | | |
| 7 | Gova ropes | | 10 | nos | | |
| 8 | Hacksaw blade - double | | 200 | nos | | |
| 9 | Hacksaw blade - single | | 300 | nos | | |
| 10 | Spirit level tape | 5 m | 20 | nos | | |
| 11 | Coconut brooms ✓ | | 100 | nos | | |
| 12 | Bombay brooms ✓ | Small | 300 | nos | | |
| 13 | Safety belt | | 10 | nos | | |
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| | | | | | | |
| Remarks: Stock maintenance and site use | | | | | | |
| Prepared By | | NEHA | Approved by | | | |
| Sign & Date | | 24.03.2021 | Sign. & Date | | | |

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

APPROVED BY
25 MAR 2021
SOHAM MODI
MANAGING DIRECTOR