

PURCHASE DIVISION
Advice for approval for credit to supplier

(5)

Date: 22/12/21		Prepared by: Jangki	
PO/WO no. 83248		PO / WO Date. 03/12/21	
Supplier Name Summit sales UP		PO/WO amount 47.2	
Firm/Company SSUP Common Expense		Project Head office.	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1761	8/12/21	47.3
2	/	/	/
3	.	/	/
4	/	/	/
Amount A – Bills total(Excluding Transport & Hamali Charges):			47.3
Sl. No.	DC .No	DC. Date	MRN No.
1.			☒ 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:			47.3
Amount E – PO / WO value:			47.2
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		27/12/21	
Remarks: Final Bill			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	Jangki		
Date	22/12/21	23/12/21	

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/-

(ORIGINAL FOR RECIPIENT)

This is a Computer Generated Invoice

Purchase Order

Page(s) 1 Of 1

04-12-2021 11:04:20



83248

02.12.21 2:43:08

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, secunderabad

GSTIN 36AAOFG9573A1Z5

9502555088/9581228898

Doc No	83248	183314
Doc Date	03-12-2021	
Quote No	Nil	
Quote Date	03-12-2021	
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 6155 - Miscellaneous - Safety Shoe - NA - pair Male-08 No	1.00	450.00	0.00	5.00	472.50
Total Order Value . . .					472.50

Rupees : Four Hundred Seventy Two 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penalty For Delay	Nil
Transportation	Transportation Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Ashaiah MD Sir PA purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email.

For **Summit Sales LLP**

Authorised Signatory

Name : _____

06/12/2021

Accepted the above Terms And Conditions

For **Global Safety Solutions**

Name : _____

Date : ____/____/____

15051

APPROVED
02 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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