

**Steps for Raising GOODS INWARD SLIP (G.I.S)**  
**(Indigenous/Local Purchase)**

Steps	Processes
1	After receiving the consignment and invoice/bill, Buyer/ Storekeeper will process the Non-Consumable (NC) Form, complete the issue record and affix the pass order.
2	Duly filled NC Form along with supporting documents to be submitted in Stores & Purchase Section (SPS) for making asset entry and generation of GIS.
3	After Asset Entry and generating GIS, SPS will put the stamp with serial number, date and certify that the asset entry is complete and forward the case to Account Section/ IRD Accounts for making the payment to the vendor or reimbursement of the amount to the buyer.
	<b><i>GIS is not required for consumable items. For consumable items, the invoice/ bills along with duly filled 'C' Form is to be submitted in concerned Accounts Section.</i></b>

**Steps for Raising GOODS INWARD SLIP (G.I.S)**  
**(Import Cases)**

Steps	Processes
1	After delivery of imported item, Import cell of SPS will request the buyer to submit of NC/C Form.
2	Buyer/ storekeeper will fill NC Form, complete the issue record. Duly filled NC form with supporting documents to be submitted in SPS.
3	On receipt of duly filled & signed NC/C form from Buyer, import cell will complete the following steps for raising the GIS: <ul style="list-style-type: none"> <li>a) Compile payment documents for signatures of Accounts/Registrar</li> <li>b) Send payment documents to bank for Release of Payment.</li> <li>c) On receipt of Payment Notification from Bank, entry of Cargo details in ACS system</li> <li>d) Prepare and update GIS in ACS system and send GIS report to concerned department.</li> </ul>
	<b><i>In import cases (unlike local &amp; indigenous purchase), both 'C' and 'NC' forms are to be submitted in import cell, SPS</i></b>