e

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	6/4/22	Prepared by	Manoj	Serial no.	. 2867
Supplier name	SSLLP			HO inward no.	
Firm/Company	NE	Project	NE	HO received date	
PO/WO date	29/3/22	PO/WO No.	86861	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22958	5/4/22	1,453/-	□ Yes □ No
2.				□ Yes □ No
3.			/	□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,453/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	105753	Proof of delivery matches MRN	□ 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:	1,453/-
Amount E – PO / WO value:	1,453/-
Amount F – Difference (A – E):	—
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	11/4/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj				
Sign:	Manoj				
Date	6/4/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX INVOICE

Summit Sales LLP ORIGINAL INVOICE

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	22958
Nilgiri Estates	Invoice Date.	05-04-2022
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	86861
	PO Date.	29-03-2022
	Req ID	75103
GSTIN : 36AAHFN0766F1ZA PAN AAHFN0766F	Req Date	29-03-2022
	Loc Req No	175500

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4039 - Consumables - Lisol Cleaning Liquid - NA - 1ltrs	3808	2	159.60	319.20	18	57.46
2	4001 - Consumables - Air Freshner - NA - nos Odonil	3307	6	48.00	288.00	18	51.84
3	4022 - Consumables - Dettol - NA - nos Hand wash	3401	4	86.00	344.00	18	61.92
4	4040 - Consumables - Mopping Cloth - NA - nos Yellow-10 White-10	6307	20	15.75	315.00	5	15.76
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	1,266.20	186.98
	93.49	93.49	Total Invoice Amount	1,453.17	

Rupees : One Thousand Four Hundred Fifty Three and Paise Seventeen Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 92980 Date: 5/4 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 30-03-2022 11:58:32 Copy

86861
16.03.22 2:13:36

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details			
Summit Sales LLP	**Doc No**	86861	175500
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	29-03-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	29-03-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs *1ltrs*	2.00	159.60	0.00	18.00	376.66
2	4001 - Consumables - Air Freshner - NA - nos *Odonil*	6.00	48.00	0.00	18.00	339.84
3	4022 - Consumables - Dettol - NA - nos *Hand wash*	4.00	86.00	0.00	18.00	405.92
4	4040 - Consumables - Mopping Cloth - NA - nos *Yellow-10 White-10*	20.00	15.75	0.00	5.00	330.75
					Total Order Value . . .	**1,453.17**

Rupees : One Thousand Four Hundred Fifty Three and Paise Seventeen Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penality 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 Site office cleaning purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	.

For ***Nilgiri Estates***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	29-03-2022
Site & Phase :	NILGIRI ESTATE	Time:	12:30
Supplier		Req. No.	175500
Material required before date:		ID No.	75103.

No	Description	Size	Quantity	Units	Inward No	Date
1	Lizol	STD	03	Nos		
2	Odonil	STD	06	Nos		
3	Hand wash	STD	05	Nos		
4	Yellow Cloths	STD	10	Nos		
5	White cloths	STD	10	Nos		
6						
7						
8						
9						
10						

86861

Remarks: -For Office use and villas cleaning purpose in the site

Prepared By	Sadhana	Approved by	Akheel
Sign.& Date	29-03-2022	Sign. & Date	29-03-2022

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

APPROVED
31 MAR 2022
P. PRA... SR. MANAGER PURCHASE

Certified by:
Project Manager
Nilgiri Estates

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:	Urgent	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						

Remarks:

Prepared By		Approved by	
Sign.& Date		Sign. & Date	

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

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	DC No	19624
Nilgiri Estates	DC Date	05-04-2022
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No	86861
	PO Date	29-03-2022
	Req ID	75103
	Req Date	29-03-2022
GSTIN : 36AAHFN0766F1ZA	Loc Req No	175500

	Description of Goods	HSN/SAC	Qty
1	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	2
2	4001 - Consumables - Air Freshner - NA - nos	3307	6
3	4022 - Consumables - Dettol - NA - nos	3401	4
4	4040 - Consumables - Mopping Cloth - NA - nos	6307	20
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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

INWARD
In ward No: 22885 Dt: 05/04/22
MR No: 105753 Dt: 05/04/22.
Recd: Aditya
aditya

SUMMIT SALES LLP
INWARD
No: 78996
Date: 6/4
Sign:
R.R. DIST.