PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	6/4/22	Prepared by	Monish	Serial no.	- 2865
Supplier name	SSLLP			HO inward no.	
Firm/Company	NE	Project	NE	HO received date	
PO/WO date	1/4/22	PO/WO No.	86974	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22957	5/4/22	4,189/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4,189/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	105754	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:	4,189/-
Amount E – PO / WO value:	4,189/-
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:	Monish				
Sign:	Moni				
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

ORIGINAL INVOICE

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

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Nilgiri Estates	Invoice No.	22957
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	Invoice Date.	05-04-2022
	PO No.	86974
	PO Date.	01-04-2022
	Req ID	75102
GSTIN : 36AAHFN0766F1ZA PAN AAHFN0766F	Req Date	29-03-2022
	Loc Req No	175501

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4745 - Electrical - other - Wall Hanging Light - NA - type-12		5	710.00	3,550.00	18	639.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	3,550.00		639.00
	319.50	319.50	Total Invoice Amount		4,189.00	

Rupees : Four Thousand One Hundred Eighty Nine Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 92989 Date: 5/4 Sign:

92979

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 01-04-2022 2:04:50 PM

86974 : Div.Copy

16.03.22 2:13:38

From Company :	**Nilgiri Estates** 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 5000 G S T No. : 36AAHFN0766F1ZA

Supplier Details			
Summit Sales LLP	**Doc No**	86974	175501
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	01-04-2022	
	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	4745 - Electrical - other - Wall Hanging Light - NA - nos *type-12*	5.00	710.00	0.00	18.00	4,189.00
				Total Order Value . . .		**4,189.00**

Rupees : Four Thousand One Hundred Eighty Nine Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	GST included in above price.
Delivery Date	Next 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	Nl
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. above order for club house guest room 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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by ema

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.			175501	
Material required before date:			ID No.			75102	

No	Description	Warm or White	Wattage	Quantity	Units	Inward No
1	Type: 12 Side Table Lamps with LED Bulbs	Warm	5w	05	Nos	
2						
3						
4	86974					
5	86975					
6						
7	Note : Intl Memo no: 912/88/b Reference taken					
8						
9				APPROVED		
10						

Remarks: -For Club house Guest Room purpose

01 APR 2022

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

P. PRABHAKAR
Sr. MANAGER PURCHASE

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

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.	19623
Nilgiri Estates	DC Date.	05-04-2022
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	86974
	PO Date.	01-04-2022
	Req ID	75102
GSTIN : 36AAHFN0766F1ZA	Req Date	29-03-2022
	Loc Req No	175501

	Description of Goods	HSN/SAC	Qty
1	4745 - Electrical - other - Wall Hanging Light - NA - nos		5
2			
3			
4			
5			
6			
7			
8			
9			
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Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No: 78998
Date: 6/4
Sign: L
R.R. DIST.

INWARD
In ward No: 22884 Dt: 05/04/22
MRN No.: 105754 Dt: 05/04/22
Received By: Aditya Sign: aditya
Nilgiri Estates

for Summit Sales LLP

Authorised signatory