PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/4/22	Prepared by	Manu	Serial no.	3190
Supplier name	SSLup			HO inward no.	
Firm/Company	NE	Project	NE	HO received date	
PO/WO date	16/3/22	PO/WO No.	86468	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23142	16/4/22	125/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	125/-

Proof of delivery by way of ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	1086235	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:	125/-
Amount E – PO / WO value:	727.981-
Amount F – Difference (A – E).	602.981-
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	25/4/22
Remarks: Final Bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manu				
Sign:	Manu				
Date	18/4/22				
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.

ORIGINAL INVOICE

TAX 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	Invoice No.	23142
Nilgiri Estates	Invoice Date.	16-04-2022
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	86468
	PO Date.	16-03-2022
	Req ID	74717
GSTIN : 36AAHFN0766F1ZA PAN AAHFN0766F	Req Date	16-03-2022
	Loc Req No	175496

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7565 - Stationery - other - Pencil Carbon Paper - NA -	4809	1	105.93	105.93	18	19.08
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	105.93		19.08
	9.54	9.54	Total Invoice Amount	125.00		

Rupees : One Hundred Twenty Five Only.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 93420
Date: 16/4
Sign: [signature]

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 16-03-2022 15:57:51

86468
28.02.22 2:52:30

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**	86468	175496
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	16-03-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	03-01-2022	
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	7565 - Stationery - other - Pencil Carbon Paper - NA - boxes	1.00	105.93	0.00	18.00	125.00
2	4035 - Consumables - Harpic - Cleaner - 500ml - nos	5.00	55.00	0.00	18.00	324.50
3	4046 - Consumables - Phinyle - 1Ltr - nos	3.00	52.00	0.00	18.00	184.08
4	7544 - Stationery - other - Marker - NA - nos *Blue*	5.00	16.00	0.00	18.00	94.40
				Total Order Value . . .		**727.98**

Rupees : Seven Hundred Twenty Seven and Paise Ninty Eight Only.

Terms and Conditions :-

Specification /	All items are Parryware brand- CAS WALVITPAN COLORLESS
Payment Terms	100% advance
Tax	GST included in the above prices
Delivery Date	With in 7 days
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penality For Delay	Nil
Transportation	Included in the above prices
Warranty	Nil
Advance Paid	Rs 6250/-
Other Terms	We reserve the right to reject items not conforming to quality and specifications, the above order is for office use 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 delivery/DC can be sent by email.'

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	
1.	22479	24/3/22	602.98/-
2.	23142	16/4/22	125/-
3.			
4.			
5.			

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:	16-03-2022
Site & Phase :	NILGIRI ESTATE	Time:	12:30
Supplier		Req. No.	175496
Material required before date:		ID No.	74717

No	Description	Size	Quantity	Units	Inward No	Date
1	Carbon Papers	STD	15	Nos		
2	Harphic	STD	05	Nos		
3	Phenyol	STD	03	Nos		
4	Blue Markers	STD	05	Nos		
5						
6						
7	86468					
8						
9					APPROVED	
10						

Remark:- For office use purpose in the site

17 MAR 2022

B. PRABHAKAR
Sr. MANAGER PURCHASE

Prepared By	Sadhana	Approved by	Akheel
Sign.& Date	16-03-2022	Sign. & Date	16-03-2022

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.

Purchase Order

 16-03-2022 15:57:51 Original / Office Copy / Purchase Div.Copy

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 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	86468	175496
	Doc Date	16-03-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	03-01-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

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For ***Nilgiri Estates***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

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		
Nilgiri Estates	DC No.	19796
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	DC Date.	16-04-2022
	PO No.	86468
	PO Date.	16-03-2022
	Req ID	74717
GSTIN : 36AAHFN0766F1ZA	Req Date	16-03-2022
	Loc Req No	175496

	Description of Goods	HSN/SAC	Qty
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction

INWARD
Inward No: 22899 Dt: 19/04/22
GRN No: 106235 Dt: 19/04/22
Received By: Aditya Sign: aditya
Nilgiri Estates

Authorised signatory

SUMMIT SALES LLP R.R. DIST.
INWARD No: 79228
Date: 19/4
Sign: L