PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	27/5/20	Prepared by:	Sowmya.
PO/WO no.	67337	PO / WO Date.	20/5/20
Supplier Name	SSllp.	PO/WO amount	7,481.20
Firm/Company	NE	Project	NE.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	11325	23/5/20.	7,481.20
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7,481.20.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	9438.	23/5/20.	79238	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount B –Other Credits :_	–
Amount C –Other Debits :_	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	7,481.20
Amount E – PO / WO value:	7,481.20
Amount F – Difference (A – E):	

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	1/7/20
Remarks:_	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]	APPROVED 27 MAY 2020 MINISH PARIKH MANAGER PROCUREMENT		Bhavani	[signature]	
Date	27/5/20.	27/5/20			28/5/2020		

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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 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

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Nilgiri Estates	Invoice No.	11325
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	Invoice Date.	23-05-2020
	PO No.	67337
	PO Date.	20-05-2020
	Req ID	57002
GSTIN : 36AAHFN0766F1ZA	Req Date	20-05-2020
	Loc Req No	72775

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	2156 - Carpentry - hardware - S.S. Screws - other - 38 x 8		20	175.00	3,500.00	18	630.00
2	2099 - Carpentry - hardware - Fischer - 5mm - pkts	3926	20	142.00	2,840.00	18	511.20
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MODI PROPERTIES PVT. LTD. * SEC'BAD * INWARD No: 65705 Date: 26/5/20 Sign:

IGST	CGST	SGST				
			Total Taxable Amount	6,340.00		1,141.20
	570.60	570.60	Total Invoice Amount	7,481.20		

Rupees : Seven Thousand Four Hundred Eighty One and Paise Twenty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 23-05-2020 1:23:50 PM

67337
15.05.20 11:59:03

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**	67337	72775
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	20-05-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	20-05-2020	
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	2156 - Carpentry - hardware - S.S. Screws - other - pkts *38 x 8*	20.00	175.00	0.00	18.00	4,130.00
2	2099 - Carpentry - hardware - Fischer - 5mm - pkts	20.00	142.00	0.00	18.00	3,351.20
	Total Order Value . . .					**7,481.20**

Rupees : Seven Thousand Four Hundred Eighty One and Paise Twenty Only.

Terms and Conditions :-

Specification / Brand	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	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172, 8297349480
Penality For Delay	Nil
Transportation Cost	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 use purpose
Completion Date	Nil
Measurment	Nil
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:	19.05.2020
Site & Phase :	NILGIRI ESTATES	Time:	15:51
Supplier		Req. No.	72775
Material required before date:	Urgent	ID No.	57002

No	Description	Size	Quantity	Units	Inward No	Date
1	**S.S screws -100 no's packets**	38/8	20	No's		
2	Fisher plug -100 no's packets 67337	5 mm	20	No's		
3						
4						
5						
6						
7						
9						
10						

Remarks: For Site Use Purpose

Prepared By	Pasha	Approved by	APPROVED 2 [illegible] 2020 MINISH PARIKH MANAGER PROCUREMENT
Sign.& Date	19.05.2020	Sign. & Date	

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

Requisition Form

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

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						

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.	9438
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	DC Date.	23-05-2020
	PO No.	67337
	PO Date.	20-05-2020
	Req ID	57002
GSTIN : 36AAHFN0766F1ZA	Req Date	20-05-2020
	Loc Req No	72775

	Description of Goods	HSN/SAC	Qty
1	2156 - Carpentry - hardware - S.S. Screws - other - pkts		20
2	2099 - Carpentry - hardware - Fischer - 5mm - pkts	3926	20
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MODI PROPERTIES PVT. LTD. INWARD 3838 23/5

INWARD
Inward No: 21653 Dt: 23/5/20
MRN No: 19238 Dt: 23/5/2020
Received By: Ashish Sign:
Nilgiri Estates

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

TRANSIT COPY

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

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details

Nilgiri Estates

Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad

GSTIN : 36AAHFN0766F1ZA

Invoice No.	11325
Invoice Date.	23-05-2020
PO No.	67337
PO Date.	20-05-2020
Req ID	57002
Req Date	20-05-2020
Loc Req No	72775

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	2156 - Carpentry - hardware - S.S. Screws - other - 38 x 8		20	175.00	3,500.00	18	630.00
2	2099 - Carpentry - hardware - Fischer - 5mm - pkts	3926	20	142.00	2,840.00	18	511.20
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15							

INWARD
Inward No: 21653 Dt: 23/05/2020
GRN No: 79238 Dt: 23/05/2020
Received By: Sign:
Nilgiri Estates

IGST	CGST	SGST			
			Total Taxable Amount	6,340.00	1,141.20
	570.60	570.60	Total Invoice Amount	7,481.20	

Rupees : Seven Thousand Four Hundred Eighty One and Paise Twenty Only.

for Summit Sales LLP

Authorised signatory

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