PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/6/20	Prepared by:	Soumya
PO/WO no.	67916.	PO / WO Date.	11/6/20
Supplier Name	sslp.	PO/WO amount	4,056.65
Firm/Company	NE	Project	NE
Sl. No.	Bill No.	Bill Date	Bill amount
1.	11689.	13/6/20.	2,384.95
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,384.95

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	9773	13/6/20	79913	☑ 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:	2,384.95
Amount E – PO / WO value:	4,056.65
Amount F – Difference (A – E):	1,672
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	20/6/20
Remarks: Short received.	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Soumya	[signature]					
Date	16/6/20.	22/6					

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/-

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

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Nilgiri Estates	Invoice No.	11689
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	Invoice Date.	13-06-2020
	PO No.	67916
	PO Date.	11-06-2020
	Req ID	57574
GSTIN : 36AAHFN0766F1ZA	Req Date	11-06-2020
	Loc Req No	72806

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4057 - Consumables - Sponges - NA - nos	3921	100	8.30	830.00	18	149.40
2	4009 - Consumables - Coconut Broom - other - nos	9603	20	16.00	320.00	0	0.00
3	4022 - Consumables - Dettol - NA - nos	3401	4	65.00	260.00	18	46.80
4	4003 - Consumables - Bombay Broom - Big - nos	9603	5	56.00	280.00	0	0.00
5	7584 - Stationery - other - Scribbling Pads - other -		10	15.00	150.00	12	18.00
6	9600 - Tools - mask - NA - Nos		30	10.50	315.00	5	15.76
7							
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IGST	CGST	SGST			
			Total Taxable Amount	2,155.00	229.96
	114.98	114.98	Total Invoice Amount	2,384.95	

Rupees : Two Thousand Three Hundred Eighty Four and Paise Ninty Five Only.

MODI PROPERTIES PVT. LTD. INWARD No. 66492 Date 17/6/20 Sign. SEC'BAD

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 11-06-2020 17:13:11

67916
03.06.20 12:48:14

rom 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

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	67916	72806
Doc Date	11-06-2020	
Quote No	Nil	
Quote Date	11-06-2020	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4057 - Consumables - Sponges - NA - nos	100.00	8.30	0.00	18.00	979.40
2	4009 - Consumables - Coconut Broom - other - nos	20.00	16.00	0.00	0.00	320.00
3	4022 - Consumables - Dettol - NA - nos	4.00	65.00	0.00	18.00	306.80
4	4001 - Consumables - Air Freshner - NA - nos *Room freshner*	5.00	82.00	0.00	18.00	483.80
5	4003 - Consumables - Bombay Broom - Big - nos	20.00	56.00	0.00	0.00	1,120.00
6	7584 - Stationery - other - Scribbling Pads - other - nos	10.00	15.00	0.00	12.00	168.00
7	7605 - Stationery - other - Whitner Pen - NA - nos	5.00	21.00	0.00	18.00	123.90
8	4112 - Consumables - Sanitizer - 500 ml - Nos	1.00	200.00	0.00	12.00	224.00
9	9600 - Tools - mask - NA - Nos	30.00	10.50	0.00	5.00	330.75
				Total Order Value . . .		**4,056.65**

Rupees : Four Thousand Fifty Six and Paise Sixty Five Only.

Partly received

Their Bill no 11689 Amount Rs 2,384/-

Balance has to be receivable Rs 1,672/-

20/6/2020.

Terms and Conditions :-

Specification / Brand	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, 8297349480
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil

For ***Nilgiri Estates***

Authorised Signatory

Name : 13/06/2020

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form

..y Name:	NILGIRI ESTATES	Date:	11-06-2020
.. Phase :	NILGIRI ESTATE	Time:	10:34
..plier		Req. No.	72806
..aterial required before date:		ID No.	57574

No	Description	Size	Quantity	Units	Inward No	Date
1	Sponges	STD	100	No's		
2	Coconut Brooms	Big	20	No's		
3	Scribbling Pad	STD	10	No's		
4	Detol Hand Wash	STD	04	No's		
5	Room Freshener	STD	05	No's		
6	Whitener	STD	05	No's		
7	Bombay Brooms	Big	20	No's		
8	Sanitizer	250ml	02	No's		
9	Mask	STD	30	No's		

PO 67916

..marks: - For Site use Purpose

Prepared By	Vijay Raj	Approved by	
Sign.& Date	11-03-2020	Sign. & Date	

APPROVED
13 JUN 2020
MINISH PARIKH
MANAGER PROCUREMENT

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

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						
5						
6						
7						
8						
9						
10						

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

Travtor
AP216322
11:00

#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.	9773
Nilgiri Estates	DC Date.	13-06-2020
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	67916
	PO Date.	11-06-2020
	Req ID	57574
GSTIN : 36AAHFN0766F1ZA	Req Date	11-06-2020
	Loc Req No	72806

	Description of Goods	HSN/SAC	Qty
1	4057 - Consumables - Sponges - NA - nos	3921	100
2	4009 - Consumables - Coconut Broom - other - nos	9603	20
3	4022 - Consumables - Dettol - NA - nos	3401	4
4	4003 - Consumables - Bombay Broom - Big - nos	9603	5
5	7584 - Stationery - other - Scribbling Pads - other - nos		10
6	9600 - Tools - mask - NA - Nos		30
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MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 3898
Date: 18/6
Sign: RL

INWARD
Inward No: 21904 Dt: 18/6/20
MRN No: 79913 Dt: 13/06/20
Received By: Ashish Sign
Nilgiri Estates

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

Summit Sales LLP

TRANSIT COPY

#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	Invoice No.	11689
Nilgiri Estates	Invoice Date.	13-06-2020
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	67916
	PO Date.	11-06-2020
	Req ID	57574
GSTIN : 36AAHFN0766F1ZA	Req Date	11-06-2020
	Loc Req No	72806

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6	9600 - Tools - mask - NA - Nos		30	10.50	315.00	5	15.76
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14							
15							

INWARD
Inward No: 91704 Dt: 13/06/20
MRN No: 79913 Dt: 13/06/2020
Received By: Ashish Sign
Nilgiri Estates

IGST	CGST	SGST	Total Taxable Amount	2,155.00	229.96
	114.98	114.98	Total Invoice Amount	2,384.95	

Rupees : Two Thousand Three Hundred Eighty Four and Paise Ninty Five Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory