

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		16/6/20		Prepared by:		Sowmya	
PO/WO no.		67916		PO / WO Date.		11/6/20	
Supplier Name		ssllp.		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	99913	☒ 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:	Sowmya						
Date	16/6/20						

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

1 of 1 : 13-06-2020

Customer Details				Invoice No.		11689	
Nilgiri Estates Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad GSTIN : 36AAHFN0766F1ZA				Invoice Date.		13-06-2020	
				PO No.		67916	
				PO Date.		11-06-2020	
				Req ID		57574	
				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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9							
10							
11							
12							
13							
14							
15							
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.							

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

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



Purchase Order

s) 1 Of 2

11-06-2020 17:13:11



67916

03.06.20 12:48:14

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

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.

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**Penalty For Delay** Nil**Transportation Cost** Transport cost shall be borne by us.**Warranty** Nil**Advance Paid** NilFor **Nilgiri Estates**

Authorised Signatory

Name : 13/06/2020

Name : _____

Date : ___/___/___

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Part received

Tel Bill no 11689 Amount Rs 2,384/-

Balance has to be received Rs 1,672/-

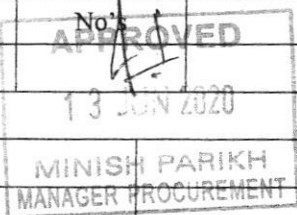
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20/6/2020

Requisition Form

Company Name:		NILGIRI ESTATES		Date:		11-06-2020	
Phase :		NILGIRI ESTATE		Time:		10:34	
Supplier				Req. No.		72806	
Material 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		

Remarks: - For Site use Purpose

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

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:		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.

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

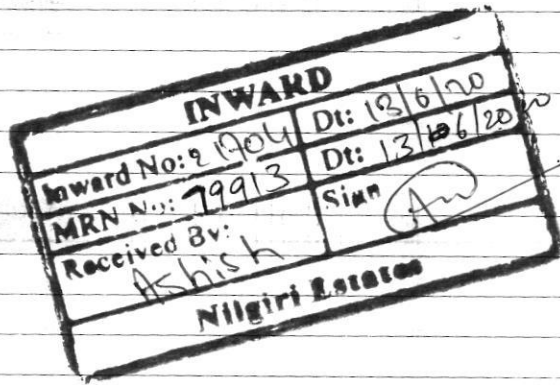
1 of 1 : 13-06-2020

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AP2166322
11.00

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Nilgiri Estates	DC Date.	13-06-2020
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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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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

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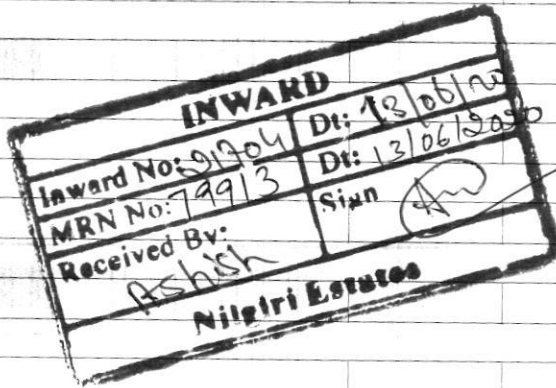
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