PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/6/20	Prepared by:	Soumya
PO/WO no.	67616.	PO / WO Date.	30/5/20
Supplier Name	SSllp.	PO/WO amount	1,955.66.
Firm/Company	NE	Project	NE
Sl. No.	Bill No.	Bill Date	Bill amount
1.	11692	13/6/20.	1,658.30
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,658.30

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	9776	13/6/20		☑ 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:	1,658.30
Amount E – PO / WO value:	1,955.66
Amount F – Difference (A – E):	297/-
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	29/6/20.
Remarks:	Shortr 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.	11692
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	Invoice Date.	13-06-2020
	PO No.	67616
	PO Date.	30-05-2020
	Req ID	57289
GSTIN : 36AAHFN0766F1ZA	Req Date	30-05-2020
	Loc Req No	72787

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5	230.00	1,150.00	12	138.00
2	7560 - Stationery - other - Pen - NA - nos	9608	40	5.50	220.00	12	26.40
	Blue/Black each -20 nos						
3	7605 - Stationery - other - Whitner Pen - NA - nos	9608	5	21.00	105.00	18	18.90
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	1,475.00	183.30
	91.65	91.65	Total Invoice Amount	1,658.30	

Rupees : One Thousand Six Hundred Fifty Eight and Paise Thirty Only.

MODI PROPERTIES PVT. LTD. INWARD No. 66495 Date 17/6/20 Sign SEC'BAD

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

TRANSIT COPY

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	Invoice No.	11692
Nilgiri Estates	Invoice Date.	13-06-2020
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	67616
	PO Date.	30-05-2020
	Req ID	57289
GSTIN : 36AAHFN0766F1ZA	Req Date	30-05-2020
	Loc Req No	72787

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
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4							
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INWARD
Inward No: 21407 Dt: 13/6/20
MRN No: 79916 Dt: 13/6/2020
Received By: Ashish Sign
Nilgiri Estates

IGST	CGST	SGST	Total Taxable Amount	1,475.00		183.30
	91.65	91.65	Total Invoice Amount		1,658.30	

Rupees : One Thousand Six Hundred Fifty Eight and Paise Thirty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 30-05-2020 14:00:55

67616
03.06.20 12:48:11

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**	67616 72787
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	30-05-2020
	Quote No	Nil
GSTIN 36ACQFS2044C1Z7	**Quote Date**	30-05-2020
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 7555 - Stationery - other - Paper - A4 - bundles	5.00	230.00	0.00	12.00	1,288.00
2 7560 - Stationery - other - Pen - NA - nos Blue/Black each -20 nos	40.00	5.50	0.00	12.00	246.40
3 7605 - Stationery - other - Whitner Pen - NA - nos	5.00	21.00	0.00	18.00	123.90
4 4066 - Consumables - Water bottle - NA - nos	6.00	42.00	0.00	18.00	297.36
		Total Order Value . . .			**1,955.66**

Rupees : One Thousand Nine Hundred Fifty Five and Paise Sixty Six Only.

Part received

I/r Bill No 11692 Amount Rs 1,658/-

Balance has to be receivable Rs 297/-

20/6/2020.

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 : 01/06/2020

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : __________

Date : __/__/___

Requisition Form

ame:	NILGIRI ESTATES	Date:	29-05-2020
ase :	NILGIRI ESTATE	Time:	15:55
r		Req. No.	72787
ial required before date:		ID No.	57289

	Description	Size	Quantity	Units	Inward No	Date
1	A4 Size Papers	A4	05	No's		
2	Blue Pens	STD	05	Packets		
3	Black Pens	STD	05	Packets		
4	Whitener	STD	05	No's		
5	Water Bottles	STD	06	No's		
6						
7						
8						
9						

67616

emarks: - For Site use Purpose

repared By	Hemalatha	Approved by	APPROVED 01 JUN 2020 MINISH PARIKH MANAGER PROCUREMENT
ign.& Date	29-05-2020	Sign. & Date	

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

ompany Name:		Date:	
ite & Phase :		Time:	
upplier		Req. No.	
laterial required before date:	Urgent	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
4						
5						
6						
7						
8						
9						
10						

emarks:

repared By		Approved by	
ign.& Date		Sign. & Date	

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