

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 22/6/20		Prepared by: D. Somiya,	
PO/WO no. 67916		PO / WO Date. 11/6/20	
Supplier Name SSIIP.		PO/WO amount 4,056.65	
Firm/Company NE		Project NE	
Sl. No.	Bill No.	Bill Date	Bill amount
1.	11825	20/6/20	1,671.70
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,671.70
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.	9902	20/6/20	80262 ☒ 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:			1,671.70
Amount E – PO / WO value:			4,056.65
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		27/6/20	
Remarks: Short Material received.			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Date	22/6/20	25/6	25 JUN 2020
MD		Accounts – receiver of bill	Accountant
Accounts Manager		Accounts Manager	

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

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

ORIGINAL INVOICE 1 of 1 : 20-06-2020

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details

Nilgiri Estates

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

Invoice No. 11825
 Invoice Date. 20-06-2020
 PO No. 67916
 PO Date. 11-06-2020
 Req ID 57574
 Req Date 11-06-2020
 Loc Req No 72806

GSTIN : 36AAHFN0766F1ZA

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4001 - Consumables - Air Freshner - NA - nos Room freshner	3307	5	82.00	410.00	18	73.80
2	4003 - Consumables - Bombay Broom - Big - nos	9603	15	56.00	840.00	0	0.00
3	7605 - Stationery - other - Whitner Pen - NA - nos	9608	5	21.00	105.00	18	18.90
4	4112 - Consumables - Sanitizer - 500 ml - Nos		1	200.00	200.00	12	24.00
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST	CGST	SGST	Total Taxable Amount	1,555.00			116.70
	58.35	58.35	Total Invoice Amount				1,671.70

Rupees : One Thousand Six Hundred Seventy One and Paise Seventy Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

D. George
 Authorised signatory



Purchase Order

Page(s) 1 Of 2

11-06-2020 17:13:11

From Company : **Nilgiri Estates**

5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003.

G S T No. : 36AAHFN0766F1ZA



67916

03.06.20 12:48:14

Supplier DetailsSummit 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	Nil

For **Nilgiri Estates**

Authorised Signatory

Name :

13/06/2020

Name :

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Date : _/_/_

Part received

Tr Bill no 11689 Amount Rs 2,384/-

Balance has to be received Rs 1,672/-

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:		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.

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Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 20-06-2020

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Nilgiri Estates

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

GSTIN : 36AAHFN0766F1ZA

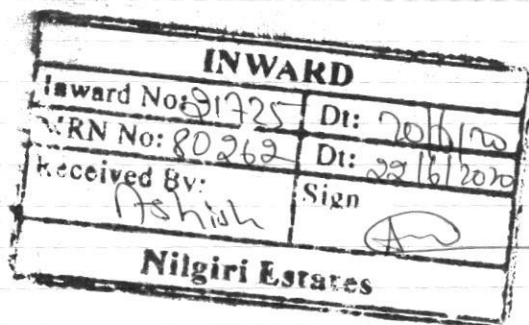
DC No.	9902
DC Date.	20-06-2020
PO No.	67916
PO Date.	11-06-2020
Req ID	57574
Req Date	11-06-2020
Loc Req No	72806

Description of Goods

HSN/SAC

Qty

1	4001 - Consumables - Air Freshner - NA - nos	3307	5
2	4003 - Consumables - Bombay Broom - Big - nos	9603	15
3	7605 - Stationery - other - Whitner Pen - NA - nos	9608	5
4	4112 - Consumables - Sanitizer - 500 ml - Nos		1



for Summit Sales LLP

 Authorised signatory

Subject to Hyderabad Jurisdiction

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TRANSIT COPY

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1 of 1 : 20-06-2020

Customer Details

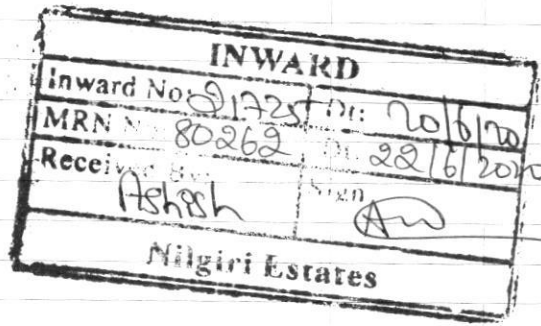
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5							
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IGST	CGST	SGST	Total Taxable Amount	1,555.00	116.70
	58.35	58.35	Total Invoice Amount	1,671.70	

Rupees : One Thousand Six Hundred Seventy One and Paise Seventy Only.

for Summit Sales LLP

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D. Bowyer
Authorised signatory