PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	22/6/20	Prepared by:	Soumya.
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.	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 Recieved.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Soumya	[signature]	[signature] APPROVED 25 JUN 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	22/6/20	23/6					

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

Summit Sales LLP

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

Email: purchase@modiproperties.com

ORIGINAL INVOICE

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Nilgiri Estates	Invoice No.	11825
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	Invoice Date.	20-06-2020
	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	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							
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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.

MODI PROPERTIES PVT. LTD. SEC'BAD
No. 66678
Date 23/6/20
Sign.

for Summit Sales LLP

D. George

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 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	**Doc No**	67916	72806
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	11-06-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	11-06-2020	
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	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

Ref 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

ny Name:	NILGIRI ESTATES	Date:	11-06-2020
hase :	NILGIRI ESTATE	Time:	10:34
Su		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		

PO 67916

Remarks: - For Site use Purpose

APPROVED
13 JUN 2020
MINISH PARIKH
MANAGER PROCUREMENT

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						
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

#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.	9902
Nilgiri Estates	DC Date.	20-06-2020
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	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
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MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 39187
Date 23/6
Sign.

INWARD
Inward No: 91725 Dt: 20/6/20
GRN No: 80262 Dt: 22/6/2020
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

Nilgiri Estates

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

GSTIN : 36AAHFN0766F1ZA

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

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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
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INWARD
Inward No: 21725 Dt: 20/6/20
MRN No: 80262 Dt: 22/6/2020
Received By: Ashish Sign:
Nilgiri Estates

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

Authorised signatory

Subject to Hyderabad Jurisdiction