# PURCHASE DIVISION Advice for approval for credit to supplier

Approved Purchase Purchase Procurement M.D. Accounts – Accountant Accounts by Officer Manager Manager bill  Sign:	Date:			901	120.		Prepare	ed by:		SOWMYA	
Supplier Name  9.5   PO/WO amount   1/2.98    Firm/Company   N/E   Project   N/E    Si. No.   Bill No.   Bill Date   Bill amount    1.   1960   9.4   1/2.00    Amount A   Bills total(Excluding Transport & Hamali Charges):   1, 2.98    3.   Amount A   Bills total(Excluding Transport & Hamali Charges):   1, 2.98    Si. No.   DC No   DC. Date   MRN No.   DC matches MRN    1.   100.9   9.4   1/2.00   805   40   948   No    2.     9.5   No   9.78   No    3.     9.78   No   9.78   No    4.       9.78   No    Amount B - Other Credits :   -	PO/WO no	).					PO / W	O Date.		- 0 1	
Firm/Company SI. No.  Bill No.  Bill Date  Bill amount  1.  11960  2.7 6 20  1, 298  3.  Amount A - Bills total(Excluding Transport & Hamali Charges):  SI. No.  DC No  DC Date  MRN No.  DC matches MRN  1.  1003 2  3.7 6 20  3.  4.  Amount B - Other Credits:  Amount C - Other Debits:  Amount D (D-A-B-C) - Amount to be credited to the supplier:  Amount D (D-A-B-C) - Amount to be credited to the supplier:  1, 298  Amount F - Difference (A - E):  Quantity received as per PO /WO  Is difference between PO / Bill acceptable?  Excess / short material received  Approved — within acceptable timits:  Accountant — Accounts — Accountant — Accounts — Accountant — Accounts — Accou	Supplier N	ame			3.5		PO/WO	) amount			
SI. No. Bill No. Bill Date Bill amount  1. 1960 24 6 20 1, 298  3. Amount A - Bills total(Excluding Transport & Hamali Charges):  SI. No. DC No DC. Date MRN No. DC matches MRN  1. 100, 2 346 20 9798 No  2. 3. Pyes No  3. Pyes No  4. Pyes No  Amount B - Other Credits:  Amount C - Other Debits:  Amount D (D=A-B-C) - Amount to be credited to the supplier:  Amount E - PO / WO value:  1, 298  Amount F - Difference (A - E):  Quantity received as per PO / WO  Is difference between PO / Bill acceptable?  Excess / short material received  Close PO / W?O  Advance paid / PDC given (deduct when paying)  Payment - due date  Approved Purchase Purchase Arocurement MD Accounts received of Manager Mana	Firm/Com	pany		95	IIP.	-	Project				
1. 1960 24 6 20. 1,298  3. Amount A - Bills total(Excluding Transport & Hamali Charges):  SI. No. DC No DC. Date MRN No. DC matches MRN  1. 1003 2 346 20 805 40 Yes No  2. Yes No  3. Yes No  4. 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:  Amount E - PO / WO value:  1, 298  Amount F - Difference (A - E):  Quantity received as per PO / WO  Is difference between PO / Bill acceptable?  Excess / short material received  Approved Purchase Por (A-B):  Approved Por WO given (deduct when paying)  Payment - due date  Approved Purchase Officer Manager Manager D Sign:	Sl. No.		Bill No.	N	E		- A				
2.  3.  Amount A Bills total(Excluding Transport & Hamali Charges):  SI. No. DC No DC. Date MRN No. DC matches MRN  1. 1003. 2 St 6 20 PYes No  2. 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:  Amount F D Difference (A – E):  Quantity received as per PO /WO  Is difference between PO / Bill acceptable? PYes No No (explained below)  Excess / short material received  Close PO / W?O  Advance paid / PDC given (deduct when paying)  Pyes Rs. Fy No  Approved Purchase Purchase Procurement MD Accounts Receiver of Manager Manager Manager  Manager Manager  Manager  Sign:  Amount A Bills total(Excluding Transport & Hamali Charges):  1, 298  1, 298  1, 298  1, 298  Approved Porchase Procurement MD Accounts Accountant Accounts Preceiver of Officer Manager Manager  Manager Manager  Manager  Manager  Manager  Manager  Manager  Manager  Manager	1									Dili amount	
Amount A - Bills total(Excluding Transport & Hamali Charges):  SI. No. DC No DC. Date MRN No. DC matches MRN  1. 1003 9 3416 20 305 40 9Yes No  2. 9798 No  4. 9798 No  Amount B - Other Credits:  Amount C - Other Debits:  Amount D (D=A-B-C) - Amount to be credited to the supplier:  Amount E - PO / WO value:  1, 2 9 8  Amount F - Difference (A - E):  Quantity received as per PO / WO  Is difference between PO / Bill acceptable?  Excess / short material received  Advance paid / PDC given (deduct when paying)  Advance paid / PDC given (deduct when paying)  Approved within acceptable limits No (explained below)  Advance paid / PDC given (deduct when paying)  Approved No. (explained below)  Advance paid / PDC given (deduct when paying)  Approved No. (explained below)  Advance paid / PDC given (deduct when paying)  Approved No. (explained below)  Advance paid / PDC given (deduct when paying)  Approved No. (explained below)  Advance paid / PDC given (deduct when paying)  Approved No. (explained below)  Advance paid / PDC given (deduct when paying)  Approved No. (explained below)  Advance paid / PDC given (deduct when paying)  Approved No. (explained below)  Advance paid / PDC given (deduct when paying)  Approved No. (explained below)  Advance paid / PDC given (deduct when paying)  Approved No. (explained below)  Advance paid / PDC given (deduct when paying)  Approved No. (explained below)  Accounts No. (explained below)  Accounts No. (explained below)  Accounts No. (explained below)  Approved No. (explained below)  Approved No. (explained below)  Approved No. (explained below)				1191	50			27/6/2	0.	1,298	
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2.	Sl. No.	DC No			DC. Date			MRN No			
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3.	2.		10027		24	76/2	0	805	40	□ Yes □ No	
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Amount B - Other Credits:  Amount C - Other Debits:  Amount D (D-A-B-C) - Amount to be credited to the supplier:  Amount E - PO / WO value:  I, 2 9 8  Amount F - Difference (A - E):  Quantity received as per PO / WO  Is difference between PO / Bill acceptable?  Excess / short material received  Approved = within acceptable limits = No (explained below)  Close PO / W?O  Advance paid / PDC given (deduct when paying)  Payment - due date  Approved   Purchase   Purchase   Accounts - A	4.										
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Amount F – Difference (A – E):  Quantity received as per PO /WO  Is difference between PO / Bill acceptable?  Excess / short material received  Approved = within acceptable limits   No (explained below)  Excess / short material received  Close PO / W?O  Advance paid / PDC given (deduct when paying)  Payment – due date  Approved   Purchase   Purchase	Amount E	- PO / W(	) value:							1.299	
Is difference between PO / Bill acceptable?  Excess / short material received  Close PO / W?O  Advance paid / PDC given (deduct when paying)  Payment – due date  Approved Purchase Purchase Procurement MD Accounts — Accounts Manager  Manager  Sign:  Description:  Yes = No (explained below)  Yes = No (explained below)  Approved within acceptable limits = No (explained below)  Yes = No - wait for balance material = No (explained below)  At 7.2020  Approved Purchase Purchase Procurement MD Accounts — Accounts Manager  Manager Manager Sign:	Amount F	- Differen	ce (A – E):								
Is difference between PO / Bill acceptable?  Excess / short material received  Description Approved — within acceptable limits Description No (explained below)  Advance PO / W?O  Advance paid / PDC given (deduct when paying)  Payment — due date  Approved — urchase Purchase Purchase Manager Manager Position Manager  Sign:  Description Approved — Manager Manager Manager Description Manager Manager  Bill Accounts — Accounts — Accounts — Manager Manager  Bill Manager Manager  Description Manager Manager  Bill Manager  Sign:	Quantity re	ceived as	per PO/WC	)		15/Y	es 🗆 Ex	cess receive	d 🗆 Short re	ceived  Other (ex	plained below)
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Close PO / W?O  Advance paid / PDC given (deduct when paying)  Payment – due date  4.7.2020  Remarks:  Approved Purchase Officer Manager Manager Frocurement M D Accounts — receiver of bill  Sign:  Sign:  Yes – No — wait for balance material — No (explained below)  A Yes – Rs. — /- — No  Accounts — Accountant Accounts Manager Frocurement M D Accounts — receiver of bill	Excess / she	ort materia	al received							ite = No (avaleina	d balaw)
Advance paid / PDC given (deduct when paying)  Payment – due date  4.7.2020  Remarks:  Approved Purchase Purchase Procurement MD Accounts – Accountant Manager Figure 1 Manager Manager Sign:  Sign:  Advance paid / PDC given (deduct when paying)  Pyes – Rs/- No  A. Counts – Accountant Accounts Manager Figure 1 MD Accounts – Accountant Manager Sign:						1					
Payment – due date  4.7.2020  Remarks:  Approved Purchase Purchase Procurement M.D. Accounts – Accountant Accounts by Officer Manager Manager Purchase Procurement M.D. Accounts Manager Manager Purchase Purchase Procurement M.D. Accounts Manager Manager Purchase Purchase Procurement M.D. Accounts Manager Manager Manager Purchase	AND THE SECTION OF SECTION AND ADDRESS OF THE	170791136.TA 90000		1						rial □ No (explain	ed below)
Approved Purchase Purchase Procurement MD Accounts — Accountant Accounts by Officer Manager Manager bill  Sign:			given (dedu	ct when j	paying)			/-,	0		
Approved Purchase Purchase Procurement M.D. Accounts – Accountant Accounts by Officer Manager Manager bill  Sign:	Payment –	due date				4.7.2	2020				
by Officer Manager Manager receiver of bill  Sign:	Remarks:										
by Officer Manager Manager receiver of bill  Sign:											
by Officer Manager Manager receiver of bill  Sign:											
by Officer Manager Manager receiver of bill  Sign:	Approve	d Pu	rchase	Purcha	ase Procu	ırement		M D	Accounts	- Accountant	Accounts
Sign: Source A 200	by	C	officer	Manag					receiver o		
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Date 20 MINISH PARIKH	Date	-			MINIST	I PAD	IVL	-		-	

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/-

#### TAXINVOICE

## 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 1:27-06-2020 **Customer Details** Invoice No. 11960 Nilgiri Estates Invoice Date. 27-06-2020 Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad PO No. 68281 PO Date. 25-06-2020 Req ID 57894 Req Date 24-06-2020 GSTIN: 36AAHFN0766F1ZA 72818 Loc Req No Description of Goods HSN/SAC Qty Rate Gross Tax% Tax Amt 1 6621 - Paints - Janta pasta - NA - Nos 3506 20 55.00 1,100.00 18 198.00 2 3 5 6 8 9 10 11 12 13 14 15 **IGST CGST** SGST Total Taxable Amount 1,100.00 198.00 99.00 99.00 Total Invoice Amount 1,298.00

Rupees: One Thousand Two Hundred Ninty Eight Only

Nob-2002 Date 1-1120 Sign

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

### **Purchase Order**

Page(s) 1	051
Page(s) I	()T I

26-06-2020 12:25:25 PM

From Company:

Nilgiri Estates

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

GSTNo.: 36AAHFN0766F1ZA

24.06.20 12:19:11

Supplier Details

Summit Sales LLP

Doc No

**Doc Date** 

68281

72818

5-4-187/3&4, II nd floor, Soham Mansion, MG Road, Secunderabad

25-06-2020

Quote No

040-66335551

9618244433

**Quote Date** 

25-06-2020

SupplyType

Supply

Kind Attn: Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 6621 - Paints - Janta pasta - NA - Nos	20.00	55.00	0.00	18.00	1,298.00

Total Order Value . . .

1,298.00

Ropees: One Thousand Two Hundred Ninty Eight 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

Penality For Delay

Transportation Cost

Transport cost shall be borne by us.

we anty

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

NA

Measurment

NA Nil

Security Remarks

Nilgiri Estates

Accepted the above Terms And Conditions

For Summit Sales LLP

Requisition Form

Date:

Time:

Req. No.

ID No.

22-06-2020

16:22

72818

NILGIRI ESTATES

NILGIRI ESTATE

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

Company Name:

Material required before date:

Site & Phase:

Supplier

Iviatei	iai required before date:				ID No	Э.		5-	+894	
No	Descrip	tion		Size	2	Quantity	Units		Inward No	Date
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Prepar		Anil			Appro	ved by				
Sign.&		22-06-20				& Date				
Note: 0	On receipt of material at si	te write inv	vard number and	date in	last 2 c	columns.				
Compa	nny Name:				Date:					
Site &	Phase:				Time:					
Supplie	er				Req. N	lo.			4	
Materia	al required before date:		Urgent		ID No					
No	Descri	ption		Si	ze	Quantity	Units		Inward No	Date
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Sign.&	Date	2.1			Sign. &	Date				

## DELIVERY CHALLAN

(3'.13 TS100B312S

# 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: 36ACC			1 of 1 : 27-06-2020			
Customer Details	DC No.	10027				
Nilgiri Estates	DC Date.	27-06-2020				
Sy No.143/133/134/135/136, Rampally, keesara, Hyderabad	PO No.	68281				
	PO Date.	25-06-2020				
	Req ID	57894				
GSTIN: 36AAHFN0766F1ZA	Req Date	24-06-2020				
GGTIN . GOAAHFNU/00F1ZA	Loc Req No	72818				
Description of Goods		HSN/SAC	Qty			
1 6621 - Paints - Janta pasta - NA - Nos		3506	20			
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Nilgiri Estates Nilgiri Estates						
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30						

for Summit Sales LLP

D. Sovert

Subject to Hyderabad Jurisdiction

#### TAXINVOICE

Summit Sales LLP
#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad 100003 NS/7 Cont. 17-06-2020 Supplier / Customer / Transporter - Copy **Customer Details** Invoice No. 11960 Nilgiri Estates Invoice Date. 27-06-2020 Sy No.143/133/134/135/136, Rampally, keesara, Hyderabad PO No. 68281 PO Date. 25-06-2020 57894 Req ID Req Date 24-06-2020 GSTIN: 36AAHFN0766F1ZA Loc Req No 72818 Description of Goods Rate Tax% Tax Amt HSN/SAC Qty Gross 3506 198.00 20 6621 - Paints - Janta pasta - NA - Nos 1,100.00 55.00 2 3 5 6 8 9 10 11 12 13 14 15 IGST CGST SGST Total Taxable Amount 1.100.00 198.00 99.00 99.00 Total Invoice Amount 1,298.00 Rupees: One Thousand Two Hundred Ninty Eight Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction