PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 10/7/20. | Prepared by: | SOWMYA |
| PO/WO no. | 68638. | PO / WO Date. | 6/7/20. |
| Supplier Name | SSLLP. | PO/WO amount | 4,491.50. |
| Firm/Company | NE | Project | NE |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 12199 | 9/7/20. | 4,491.50 |
| 2. | | | |
| 3. | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 4,491.50 |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 10240 | 9/7/20 | 8099 | ☑ 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: | | | | 4,492 |
| Amount E – PO / WO value: | | | | 4,492 |
| 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 | **18.7.2020** |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Sowmya | | | | | | |
| Date | 10/7/20 | | | | | | |

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

# 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. | 12199 |
| Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad | Invoice Date. | 09-07-2020 |
| | PO No. | 68638 |
| | PO Date. | 06-07-2020 |
| | Req ID | 58189 |
| GSTIN : 36AAHFN0766F1ZA | Req Date | 01-07-2020 |
| | Loc Req No | 72843 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 4080 - Consumables - Bombay Brooms - Other - Nos small | 9603 | 50 | 8.30 | 415.00 | 0 | 0.00 |
| 2 | 4057 - Consumables - Sponges - NA - nos | 3921 | 50 | 8.30 | 415.00 | 18 | 74.70 |
| 3 | 4112 - Consumables - Sanitizer - 500 ml - Nos | | 2 | 200.00 | 400.00 | 12 | 48.00 |
| 4 | 4022 - Consumables - Dettol - NA - nos Hand wash | 3401 | 4 | 65.00 | 260.00 | 18 | 46.80 |
| 5 | 2148 - Carpentry - hardware - Plastic gampa - other - | 3926 | 10 | 140.00 | 1,400.00 | 18 | 252.00 |
| 6 | 9570 - Tools - Spade with handle - NA - nos | 7301 | 10 | 100.00 | 1,000.00 | 18 | 180.00 |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
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| 14 | | | | | | | |
| 15 | | | | | | | |

| IGST | CGST | SGST | | | |
|---|---|---|---|---|---|
| | | | Total Taxable Amount | 3,890.00 | 601.50 |
| | 300.75 | 300.75 | Total Invoice Amount | 4,491.50 | |

Rupees : Four Thousand Four Hundred Ninty One and Paise Fifty Only.

**for Summit Sales LLP**

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 67367
Date 11/7/20
Sign.

Subject to Hyderabad Jurisdiction

*Authorised Signatory*

# Purchase Order

 06-07-2020 15:43:01

68638
06.07.20 2:23:37

| | |
|---|---|
| From Company : | **Nilgiri Estates**<br>5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.<br>G S T No. : 36AAHFN0766F1ZA |

| **Supplier Details** | | | |
|---|---|---|---|
| Summit Sales LLP | **Doc No** | 68638 | 72843 |
| 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc Date** | 06-07-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 06-07-2020 | |
| 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 | 4080 - Consumables - Bombay Brooms - Other - Nos<br>*small* | 50.00 | 8.30 | 0.00 | 0.00 | 415.00 |
| 2 | 4057 - Consumables - Sponges - NA - nos | 50.00 | 8.30 | 0.00 | 18.00 | 489.70 |
| 3 | 4112 - Consumables - Sanitizer - 500 ml - Nos | 1.00 | 200.00 | 0.00 | 12.00 | 224.00 |
| 4 | 4022 - Consumables - Dettol - NA - nos<br>*Hand wash* | 4.00 | 65.00 | 0.00 | 18.00 | 306.80 |
| 5 | 2148 - Carpentry - hardware - Plastic gampa - other - nos | 10.00 | 140.00 | 0.00 | 18.00 | 1,652.00 |
| 6 | 9570 - Tools - Spade with handle - NA - nos | 10.00 | 100.00 | 0.00 | 18.00 | 1,180.00 |
| | | | | | **Total Order Value . . .** | **4,267.50** |

Rupees : Four Thousand Two Hundred Sixty Seven and Paise Fifty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | As per details given in the quotation. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | Next Day. |
| **Delivery Location** | Nilgiri Estate<br>Sy.No.143/133/134/135/136, Rampally Village.<br>Phone. 9030931172, 8297349480 |
| **Penality For Delay** | Nil |
| **Transportation** | 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 : 07/07/2020

Contact

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | NILGIRI ESTATES | Date: | 01.07.2020 |
| Site & Phase : | NILGIRI ESTATE | Time: | 14:33 |
| Supplier | | Req. No. | 72843 |
| Material required before date: | | ID No. | 581889 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Sponge | STD | 50 | No's | | |
| 2 | Bombay Brooms (Small) | STD | 50 | No's | | |
| 3 | plastic gampa | STD | 10 | No's | | |
| 4 | Spades | STD | 10 | No's | | |
| 5 | Sanitizers | 500ml | 05 | No's | | |
| 6 | Detol Hand Wash | STD | 04 | No's | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

PO 68638

Remarks: - Site Use Purpose

APPROVED
07 JUL 2020
MINISH PARIKH
MANAGER PROCUREMENT

| | | | |
|---|---|---|---|
| Prepared By | Vijay Raj | Approved by | |
| Sign.& Date | 01.06.2020 | 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 | | | | | | |
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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. | 10240 |
|---|---|---|
| Nilgiri Estates | DC Date. | 09-07-2020 |
| Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad | PO No. | 68638 |
| | PO Date. | 06-07-2020 |
| | Req ID | 58189 |
| GSTIN : 36AAHFN0766F1ZA | Req Date | 01-07-2020 |
| | Loc Req No | 72843 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 4080 - Consumables - Bombay Brooms - Other - Nos | 9603 | 50 |
| 2 | 4057 - Consumables - Sponges - NA - nos | 3921 | 50 |
| 3 | 4112 - Consumables - Sanitizer - 500 ml - Nos | | 2 |
| 4 | 4022 - Consumables - Dettol - NA - nos | 3401 | 4 |
| 5 | 2148 - Carpentry - hardware - Plastic gampa - other - nos | 3926 | 10 |
| 6 | 9570 - Tools - Spade with handle - NA - nos | 7301 | 10 |
| 7 | | | |
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MODI PROPERTIES PVT. LTD.
INWARD
No. 39733
Date 13/7
Sign
SEC'BAD

INWARD
Dt: 9/7/20
Inward No: 2181 Dt: 10/7/2020
MRN No: 80992 Sign
Received By: Ashish
Nilgiri Estates

for Summit Sales LLP

Authorised Signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

# Summit Sales LLP

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**



| **Customer Details** | | |
|---|---|---|
| Nilgiri Estates | Invoice No. | 12199 |
| Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad | Invoice Date. | 09-07-2020 |
| | PO No. | 68638 |
| | PO Date. | 06-07-2020 |
| | Req ID | 58189 |
| GSTIN : 36AAHFN0766F1ZA | Req Date | 01-07-2020 |
| | Loc Req No | 72843 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 4080 - Consumables - Bombay Brooms - Other - Nos small | 9603 | 50 | 8.30 | 415.00 | 0 | 0.00 |
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| 4 | 4022 - Consumables - Dettol - NA - nos Hand wash | 3401 | 4 | 65.00 | 260.00 | 18 | 46.80 |
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| 6 | 9570 - Tools - Spade with handle - NA - nos | 7301 | 10 | 100.00 | 1,000.00 | 18 | 180.00 |
| 7 | | | | | | | |
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| 15 | | | | | | | |

INWARD
Inward No: 2184 Dt: 9/7/20
MRN No: 80992 Dt: 10/7/2020
Received By: Ashish Sign
Nilgiri Estates

| IGST | CGST | SGST | | | |
|---|---|---|---|---|---|
| | | | Total Taxable Amount | 3,890.00 | 601.50 |
| | 300.75 | 300.75 | Total Invoice Amount | 4,491.50 | |

Rupees : Four Thousand Four Hundred Ninty One and Paise Fifty Only.

**for Summit Sales LLP**

Authorised Signatory

Subject to Hyderabad Jurisdiction