

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		25/8/20		Prepared by:		SOWMYA	
PO/WO no.		69648		PO / WO Date.		18/8/20.	
Supplier Name		SSLP.		PO/WO amount		6,972	
Firm/Company		NE		Project		NE	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	12831	24/8/20.		3,042			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						3,042	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	10832	24/8/20	82265.	☒ 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:						3,042	
Amount E – PO / WO value:						6,972	
Amount F – Difference (A – E):						-3929/	
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			29.8.2020				
Remarks: Part bill received.							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	<i>Sowmya</i>						
Date	25/8/20.						

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

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 24-08-2020

Customer Details				Invoice No.		12831		
Nilgiri Estates Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad GSTIN : 36AAHFN0766F1ZA				Invoice Date.		24-08-2020		
				PO No.		69648		
				PO Date.		18-08-2020		
				Req ID		59160		
				Req Date		17-08-2020		
				Loc Req No		72913		
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt	
1	4009 - Consumables - Coconut Broom - other - nos	9603	30	16.00	480.00	0	0.00	
2	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	5	80.00	400.00	18	72.00	
3	4000 - Consumables - Acid - NA - ltrs	2806	6	16.00	96.00	18	17.28	
4	4065 - Consumables - Vim bar - NA - nos	3405	5	42.00	210.00	18	37.80	
5	4040 - Consumables - Mopping Cloth - NA - nos	6307	12	16.00	192.00	5	9.60	
6	4059 - Consumables - Surf Detergent Powder - NA -	3402	5	24.00	120.00	18	21.60	
7	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	10	79.00	790.00	18	142.20	
8	4014 - Consumables - Colin - 500ml - nos	3402	5	77.00	385.00	18	69.30	
9								
10								
11								
12								
13								
14								
15								
IGST		CGST	SGST	Total Taxable Amount		2,673.00		369.78
		184.89	184.89	Total Invoice Amount		3,042.78		
Rupees : Three Thousand Fourty Two and Paise Seventy Eight Only.								

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



Purchase Order

Page(s) 1 Of 2

18-08-2020 14:32:55



69648

14.08.20 11:47:15

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

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

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No

69648

72913

Doc Date

18-08-2020

Quote No

Nil

Quote Date

18-08-2020

SupplyType

Supply

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4041 - Consumables - Mopping stick - NA - nos	12.00	125.00	0.00	18.00	1,770.00
2 4009 - Consumables - Coconut Broom - other - nos	30.00	16.00	0.00	0.00	480.00
3 4039 - Consumables - LisoL Cleaning Liquid - NA - ltrs	10.00	80.00	0.00	18.00	944.00
4 4000 - Consumables - Acid - NA - ltrs	12.00	16.00	0.00	18.00	226.56
5 4065 - Consumables - Vim bar - NA - nos	5.00	42.00	0.00	18.00	247.80
6 4040 - Consumables - Mopping Cloth - NA - nos	12.00	16.00	0.00	5.00	201.60
7 4059 - Consumables - Surf Detergent Powder - NA - kgs	5.00	24.00	0.00	18.00	141.60
8 4035 - Consumables - Harpic - Cleaner - 500ml - nos	10.00	79.00	0.00	18.00	932.20
9 4014 - Consumables - Colin - 500ml - nos	10.00	77.00	0.00	18.00	908.60
10 4003 - Consumables - Bombay Broom - Big - nos	20.00	56.00	0.00	0.00	1,120.00
Total Order Value . . .					6,972.36

Rupees : Six Thousand Nine Hundred Seventy Two and Paise Thirty Six 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 Homes Phase - II
Sy.No.143/133/134/135/136, Rampally Village.
Phone. Malleshm 9553797190**Penalty For Delay** Nil**Transportation Cost** Transport cost shall be borne by us.For **Nilgiri Estates**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name :

Name :

Date : / /

Contact :-

⇒ Part bill received of Rs. 3042/-
B.uo: 12831 and bal. bill of
24/8/20.
Rs. 3,929/- to be receivable.
uf
28/8/20.

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	06-08-2020
Site & Phase :	NILGIRI ESTATE	Time:	17:07
Supplier		Req. No.	72913
Material required before date:		ID No.	59160

No	Description	Size	Quantity	Units	Inward No	Date
1	Moping Sticks		12 ✓	1 No's		
2	White cloth cleaning		12 ✓	6 No's		
3	Acid Bottles		12 ✓	24 No's		
4	Coconut Brooms	BIG	30 ✓	9 No's		
5	Lizol	1 Litter	10 ✓	3 No's		
6	Vim Bar Soap		05 ✓	5 No's		
7	Wheel Detergent Powder		05 ✓	2 No's		
8	Harpic		10 ✓	No's		
9	Bombay Brooms	BIG	20 ✓	No's		
10	Colin		10 ✓	No's		

Remarks: - For Site use Purpose

Prepared By	Bhargavi	Approved by	Vijay Raj
Sign. & Date	06-08-2020	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.

Summit Sales LLP

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

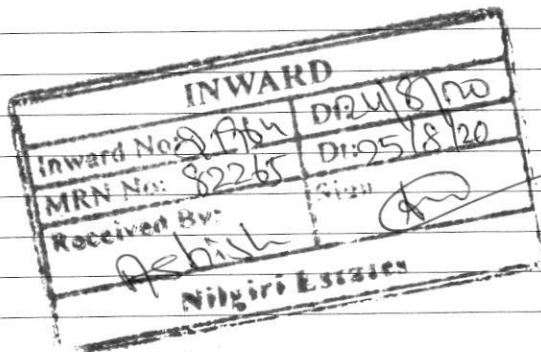
Email: purchase@modiproperties.com

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		PO Date.	18-08-2020
		Req ID	59160
		Req Date	17-08-2020
GSTIN : 36AAHFN0766F1ZA		Loc Req No	72913
	Description of Goods	HSN/SAC	Qty
1	4009 - Consumables - Coconut Broom - other - nos	9603	30
2	4039 - Consumables - Liso Cleaning Liquid - NA - ltrs	3808	5
3	4000 - Consumables - Acid - NA - ltrs	2806	6
4	4065 - Consumables - Vim bar - NA - nos	3405	5
5	4040 - Consumables - Mopping Cloth - NA - nos	6307	12
6	4059 - Consumables - Surf Detergent Powder - NA - kgs	3402	5
7	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	10
8	4014 - Consumables - Colin - 500ml - nos	3402	5
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for Summit Sales LLP

Authorised signatory

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