PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	28/8/20.	Prepared by:	SOWMYA
PO/WO no.	69873.	PO / WO Date.	26/8/20
Supplier Name	SSllp.	PO/WO amount	1,729
Firm/Company	NE	Project	NE
Sl. No.	Bill No.	Bill Date	Bill amount
1.	12878	27/8/20	1,729
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,729

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	10870	27/8/20	82484	☑ 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:	1,729
Amount E – PO / WO value:	1,729
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	**5.9.2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	28/8/20						

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

Customer Details	Invoice No.	12878
Nilgiri Estates	Invoice Date.	27-08-2020
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	69873
	PO Date.	26-08-2020
	Req ID	59346
	Req Date	25-08-2020
GSTIN : 36AAHFN0766F1ZA	Loc Req No	72934

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5	230.00	1,150.00	12	138.00
2	7593 - Stationery - other - Stapler - other - nos	9608	4	37.00	148.00	18	26.64
3	7592 - Stationery - other - stamp pad - NA - nos	9612	3	42.00	126.00	18	22.68
4	7594 - Stationery - other - Stapler pin - other - boxes small	7415	10	6.00	60.00	18	10.80
5	7563 - Stationery - other - Pencil - NA - boxes	4421	1	42.00	42.00	12	5.04
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	1,526.00		203.16
	101.58	101.58	Total Invoice Amount	1,729.16		

Rupees : One Thousand Seven Hundred Twenty Nine and Paise Sixteen Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. INWARD 68675 28/8 SEC'BAD

68675

Authorised signatory

Purchase Order

 26-08-2020 14:50:59

69873
26.08.20 1:23:35

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**	69873	72934
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	26-08-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	26-08-2020	
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	7555 - Stationery - other - Paper - A4 - bundles	5.00	230.00	0.00	12.00	1,288.00
2	7593 - Stationery - other - Stapler - other - nos	4.00	37.00	0.00	18.00	174.64
3	7592 - Stationery - other - stamp pad - NA - nos	3.00	42.00	0.00	18.00	148.68
4	7594 - Stationery - other - Stapler pin - other - boxes *small*	10.00	6.00	0.00	18.00	70.80
5	7563 - Stationery - other - Pencil - NA - boxes	1.00	42.00	0.00	12.00	47.04
				Total Order Value . . .		**1,729.16**

Rupees : One Thousand Seven Hundred Twenty Nine and Paise Sixteen 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 Working Day.
Delivery Location	Nilgiri Homes Phase - II Sy.No.143/133/134/135/136, Rampally Village. Phone. Mallesham 9553797190
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 office use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For ***Nilgiri Estates***

Authorised Signatory

Name : ____________

Contact ...

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	25.08.2020
Site & Phase :	NILGIRI ESTATE	Time:	12:54
Supplier		Req. No.	72934
Material required before date:		ID No.	59346

No	Description	Size	Quantity	Units	Inward No	Date
1	A4 Size Papers	STD	05	Bundles		
2	Stapler	STD	04	Nos		
3	Stamp Pad	STD	03	Nos		
4	Stapler Pins Small	STD	10	Boxes		
5	Pencils	STD	01	Box		
6						
7	69843					
8						
9						
10						
11						

Remarks: - For Villa no-172 Purpose

Prepared By	Bhargavi	Approved by	
Sign.& Date	25.08.2020	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						

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.	10870
Nilgiri Estates	DC Date.	27-08-2020
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	69873
	PO Date.	26-08-2020
	Req ID	59346
GSTIN : 36AAHFN0766F1ZA	Req Date	25-08-2020
	Loc Req No	72934

	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5
2	7593 - Stationery - other - Stapler - other - nos	9608	4
3	7592 - Stationery - other - stamp pad - NA - nos	9612	3
4	7594 - Stationery - other - Stapler pin - other - boxes	7415	10
5	7563 - Stationery - other - Pencil - NA - boxes	4421	1
6			
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INWARD

Inward No: 21972	Dt: 27/8/20
MRN No: 82862	Dt: 28/8/20
Received By: Ashish	Sign

Nilgiri Estates

MODI PROPERTIES PVT LTD INWARD 40752 31/8

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

Email: purchase@modiproperties.com

TRANSIT COPY

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	12878
Nilgiri Estates	Invoice Date.	27-08-2020
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	69873
	PO Date.	26-08-2020
	Req ID	59346
GSTIN : 36AAHFN0766F1ZA	Req Date	25-08-2020
	Loc Req No	72934

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
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4	7594 - Stationery - other - Stapler pin - other - boxes small	7415	10	6.00	60.00	18	10.80
5	7563 - Stationery - other - Pencil - NA - boxes	4421	1	42.00	42.00	12	5.04
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11							
12							
13							
14							
15							

INWARD
Inward No: 8172 Dt: 27/8/20
MRN No: 82362 Dt: 28/8/20
Received By: Ashish
Sign
Nilgiri Estates

IGST	CGST	SGST				
			Total Taxable Amount	1,526.00		203.16
	101.58	101.58	Total Invoice Amount		1,729.16	

Rupees : One Thousand Seven Hundred Twenty Nine and Paise Sixteen Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction