PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/8/20	Prepared by:	SOWMYA
PO/WO no.	69584	PO / WO Date.	12/8/20
Supplier Name	SSNp.	PO/WO amount	215
Firm/Company	NE	Project	NE
Sl. No.	Bill No.	Bill Date	Bill amount
1.	12879	27/8/20.	215
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			215

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	10871	27/8/20	82363	☑ 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:	215
Amount E – PO / WO value:	215
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

ORIGINAL INVOICE

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	12879
Nilgiri Estates	Invoice Date.	27-08-2020
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	69584
	PO Date.	12-08-2020
	Req ID	59105
GSTIN : 36AAHFN0766F1ZA	Req Date	12-08-2020
	Loc Req No	72917

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	15	5.50	82.50	12	9.90
	Blue pens						
2	7560 - Stationery - other - Pen - NA - nos	9608	15	5.50	82.50	12	9.90
	Black pens						
3	7560 - Stationery - other - Pen - NA - nos	9608	5	5.50	27.50	12	3.30
	Red pens						
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	192.50		23.10
	11.55	11.55	Total Invoice Amount	215.60		

Rupees : Two Hundred Fifteen and Paise Sixty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

INWARD 68676 2818

Purchase Order

Page(s) 1 Of 1 12-08-2020 15:56:19

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

69584
11.08.20 11:32:21

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	69584	72917
	Doc Date	12-08-2020	
	Quote No	NIL	
	Quote Date	12-08-2020	
GSTIN 36ACQFS2044C1Z7	**SupplyType**	Supply	
040-66335551 9618244433			

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7560 - Stationery - other - Pen - NA - nos *Blue pens*	15.00	5.50	0.00	12.00	92.40
2	7560 - Stationery - other - Pen - NA - nos *Black pens*	15.00	5.50	0.00	12.00	92.40
3	7560 - Stationery - other - Pen - NA - nos *Red pens*	5.00	5.50	0.00	12.00	30.80
				Total Order Value . . .		**215.60**

Rupees : Two Hundred Fifteen and Paise Sixty 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 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

ompany Name:	NILGIRI ESTATES	Date:	12.08.2020
te & Phase :	NILGIRI ESTATE	Time:	11:11
upplier		Req. No.	72917
aterial required before date:		ID No.	5905

o	Description	Size	Quantity	Units	Inward No	Date
1	Blue Pens	STD	3	Packets		
2	Black Pens	STD	3	Packets		
3	Red Pens	STD	1	Packet		
4						
5						
6						
7						
8						
9						
10						

APPROVED
12 AUG 2020
MINISH PARIKH
MANAGER PROCUREMENT

P.O. 6458

Remarks: - For Site Use Purpose

Prepared By	Bhargavi	Approved by	Vijayraj
Sign.& Date	12.08.2020	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						

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.	10871
Nilgiri Estates	DC Date.	27-08-2020
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	69584
	PO Date.	12-08-2020
	Req ID	59105
GSTIN : 36AAHFN0766F1ZA	Req Date	12-08-2020
	Loc Req No	72917

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	15
2	7560 - Stationery - other - Pen - NA - nos	9608	15
3	7560 - Stationery - other - Pen - NA - nos	9608	5
4			
5			
6			
7			
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9			
10			
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27			
28			
29			
30			

INWARD
Inward No: 2193 Dt: 27/8/20
MRN No: 82363 Dt: 28/8/20
Received By: Sign
Ashish
Nilgiri Estates

for Summit Sales LLP

Authorised signatory

MODI PROPERTIES PVT. LTD. SECBAD
INWARD
No. 46751
Date 31/8

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

1 of 1 : 27-08-2020

Customer Details	Invoice No.	12879
Nilgiri Estates	Invoice Date.	27-08-2020
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	69584
	PO Date.	12-08-2020
	Req ID	59105
GSTIN : 36AAHFN0766F1ZA	Req Date	12-08-2020
	Loc Req No	72917

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
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	Red pens						
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

INWARD
Inward No: 2773 Dt: 27/8/20
MRN No: 82363 Dt: 28/8/20
Received By: Anil Sign
Nilgiri Estates

IGST	CGST	SGST	Total Taxable Amount	192.50	23.10
	11.55	11.55	Total Invoice Amount	215.60	

Rupees : Two Hundred Fifteen and Paise Sixty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction