PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	10/11/20.	Prepared by:	D.SOWMYA
PO/WO no.	71885	PO / WO Date.	5/11/20
Supplier Name	SS/lp.	PO/WO amount	1,562
Firm/Company	NE	Project	NE
Sl. No.	Bill No.	Bill Date	Bill amount
1	14112	7/11/20.	1,346
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,346.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	11978	7/11/20	84979	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits : Transportation charges	–
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1,346.
Amount E – PO / WO value:	1,562
Amount F – Difference (A – E): GST-18%	216

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	**14.11.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]					
Date	10/11/20	24/11					

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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

ORIGINAL INVOICE

#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		
Nilgiri Estates	Invoice No.	14112
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	Invoice Date.	07-11-2020
	PO No.	71885
	PO Date.	05-11-2020
	Req ID	61304
GSTIN : 36AAHFN0766F1ZA	Req Date	05-11-2020
	Loc Req No	175040

	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	7560 - Stationery - other - Pen - NA - nos	9608	15	3.50	52.50	12	6.30
	Blue-30,Black-30,Red-10						
3							
4							
5							
6							
7							
8							
9							
10							
11							
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13							
14							
15							

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 7079 Date 11/11/20 Sign. Neha

IGST	CGST	SGST			
			Total Taxable Amount	1,202.50	144.30
	72.15	72.15	Total Invoice Amount	1,346.80	

Rupees : One Thousand Three Hundred Fourty Six and Paise Eighty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 05-11-2020 15:53:00

71885
30.10.20 4:44:41

...m 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**	71885	175040
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	05-11-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	05-11-2020	
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	7560 - Stationery - other - Pen - NA - nos *Blue-30,Black-30,Red-10*	70.00	3.50	0.00	12.00	274.40
			Total Order Value . . .			**1,562.40**

Rupees : One Thousand Five Hundred Sixty Two and Paise Fourty Only.

Terms and Conditions :-

Part bill received
Bill no: 14112
Bill date: 7/11/20
Bill amt: 1346 /-
Bal amt receivable: 216 /-
23/11/2020

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 Estate Sy.No.143/133/134/135/136, Rampally Village. 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 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:	04.11.2020
Site & Phase :	NILGIRI ESTATE	Time:	13:35
Supplier		Req. No.	175040
Material required before date:		ID No.	61304

No	Description	Size	Quantity	Units	Inward No	Date
1	A4 Size Papers	STD	5	Bundles		
2	Black Pens	STD	3	Packets		
3	Blue Pens	STD	3	Packets		
4	Red Pens	STD	1	Packet		
5						
6						
7						
8						
9						
10						

P.O. 71885

Remarks: - For Site use purpose

Prepared By	Vijay Raj	Approved by	
Sign.& Date	04.11.2020	Sign. & Date	

APPROVED
5 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

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						

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		
Nilgiri Estates	DC No.	11978
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	DC Date.	07-11-2020
	PO No.	71885
	PO Date.	05-11-2020
	Req ID	61304
	Req Date	05-11-2020
GSTIN : 36AAHFN0766F1ZA	Loc Req No	175040

	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5
2	7560 - Stationery - other - Pen - NA - nos	9608	15
3			
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20			
21	INWARD		
22	Inward No: 22176 Dt: 7/11/20		
23	MRN No: 84979 Dt: 7/11/20		
24	Received By: Ashok Sign.		
25			
26	Nilgiri Estates		
27			
28			
29			
30			

MODI PROPERTIES PVT. LTD. INWARD No. 43009 Date 20/11/20 Sign. SEC'BAD

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

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Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	Invoice Date.	07-11-2020
	PO No.	71885
	PO Date.	05-11-2020
	Req ID	61304
GSTIN : 36AAHFN0766F1ZA	Req Date	05-11-2020
	Loc Req No	175040

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
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14							
15							

INWARD
Inward No: 22176 Dt: 7/11/20
MRN No: 84928 Dt: 7/11/20
Received By: Ashish Sign
Nilgiri Estates

IGST	CGST	SGST			
			Total Taxable Amount	1,202.50	144.30
	72.15	72.15	Total Invoice Amount	1,346.80	

Rupees : One Thousand Three Hundred Fourty Six and Paise Eighty Only.

for Summit Sales LLP

Authorised signatory

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