PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/12/2020	Prepared by:	Minish.
PO WO no.	72759	PO / WO Date.	07/12/2020
Supplier Name	SS LLP.	PO/WO amount	778/-
Firm Company	Nilgiri Estates.	Project	NE.
Sl. No.	Bill No.	Bill Date	Bill amount
1			
2	14709	10/12/2020	778/-
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			778/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	12510	10/12/2020	86202	☑ 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:	✓	778/-
Amount E – PO / WO value:		778/-
Amount F – Difference (A – E): GST-18%		-

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	21/12/2020.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	3-12-20	18/12	APPROVED 18 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT				

Notes: 1. In case amount to be credited to supplier and the bills do 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 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. 1,00,000/- 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.	14709
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	Invoice Date.	10-12-2020
	PO No.	72759
	PO Date.	07-12-2020
	Req ID	62098
GSTIN : 36AAHFN0766F1ZA	Req Date	07-12-2020
	Loc Req No	175067

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7593 - Stationery - other - Stapler - other - nos	9608	2	37.00	74.00	18	13.32
2	7578 - Stationery - other - Ring Binder - other - nos A3 for circulers filing		3	195.00	585.00	18	105.30
3							
4							
5							
6							
7							
8							
9							
10		86202					
11							
12							
13							
14							
15							

IGST	CGST	SGST				
	59.31	59.31	Total Taxable Amount	659.00		118.62
			Total Invoice Amount	777.62		

Rupees : Seven Hundred Seventy Seven and Paise Sixty Two Only.

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 72151 Date 14/12 Sign Neha

for Summit Sales LLP

Authorised signatory

Purchase Order

 07-12-2020 16:16:18

Ori

72759
25.11.20 1:31:18

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**	72759	175067
	Doc Date	07-12-2020	
	Quote No	Nil	
	Quote Date	07-12-2020	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7593 - Stationery - other - Stapler - other - nos	2.00	37.00	0.00	18.00	87.32
2	7578 - Stationery - other - Ring Binder - other - nos *A3 for circulers filing*	3.00	195.00	0.00	18.00	690.30
					Total Order Value . . .	**777.62**

Rupees : Seven Hundred Seventy Seven and Paise Sixty Two 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 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

07/12/2020

Name : ______

Contact - -

Accepted the above Terms And Conditions
For ***Summit Sales LLP***

Name : ______

Date : __/__/____

mRequisition For

Company Name:	NILGIRI ESTATES	Date:	05-12-2020
Site & Phase :	NILGIRI ESTATE	Time:	3:40
Supplier		Req. No.	175067
Material required before date:	Urgent	ID No.	62098

No	Description	Size	Quantity	Units	Inward No	Date
1	Folder files(For circulers) A3 Ring binder files	STD	03	No's		
3	Flat Files	STD	04	No's		
4	Staplers (small)	STD	02	No's		
5						
6						
7						
8						
9						
10						

A2459

APPROVED
07 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: - club house existing camera not working at site purpose.

Prepared By	Vijay	Approved by	
Sign.& Date	05-12-2020	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

``			
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.

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.	12510
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	DC Date.	10-12-2020
	PO No.	72759
	PO Date.	07-12-2020
	Req ID	62098
GSTIN : 36AAHFN0766F1ZA	Req Date	07-12-2020
	Loc Req No	175067

	Description of Goods	HSN/SAC	Qty
1	7593 - Stationery - other - Stapler - other - nos	9608	2
2	7578 - Stationery - other - Ring Binder - other - nos		3
3			
4			
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INWARD
Inward No: 22249 Dt: 10/12/20
MRN No: 86202 Dt: 11/12/20
Received By: Sign
Nilgiri Estates

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 43826
Date 17/12
Sign.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

TRANSIT COPY

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

Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad

GSTIN : 36AAHFN0766F1ZA

Invoice No.	14709
Invoice Date.	10-12-2020
PO No.	72759
PO Date.	07-12-2020
Req ID	62098
Req Date	07-12-2020
Loc Req No	175067

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7593 - Stationery - other - Stapler - other - nos	9608	2	37.00	74.00	18	13.32
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9							
10							
11							
12							
13							
14							
15							

INWARD
Inward No: 2249 Dt: 10/12/20
MRN No 86902 Dt: 11/12/20
Received By: Sign
Nilgiri Estates

IGST	CGST	SGST				
	59.31	59.31	Total Taxable Amount	659.00		118.62
			Total Invoice Amount	777.62		

Rupees : Seven Hundred Seventy Seven and Paise Sixty Two Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory