PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18-12-20	Prepared by:	Prabhakar.P
PO/WO no.	71885	PO / WO Date.	5-11-20
Supplier Name	Summit Sales LLP	PO/WO amount	1,562.40
Firm/Company	Nilgiri Estates	Project	Nilgiri Estates
Sl. No.	Bill No.	Bill Date	Bill amount
1	14711	10-12-20	215.60
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			215.60

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	12512	10-12-20	86215	☑ 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:	215.60
Amount E – PO / WO value:	1,562.40
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	**21-12-20**
Remarks: Final bill	

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

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

#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

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

GSTIN : 36AAHFN0766F1ZA

Invoice No.	14711
Invoice Date.	10-12-2020
PO No.	71885
PO Date.	05-11-2020
Req ID	61304
Req Date	05-11-2020
Loc Req No	175040

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos Blue-30,Black-30,Red-10	9608	55	3.50	192.50	12	23.10
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

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

Rupees : Two Hundred Fifteen and Paise Sixty Only.

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No: 7299
Date: 14/12
Sign: Alekha

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

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**	71885	175040
	Doc Date	05-11-2020	
	Quote No	Nil	
	Quote Date	05-11-2020	
	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.

<u>Terms and Conditions :-</u>

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	

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

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.	12512
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	DC Date.	10-12-2020
	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
1	7560 - Stationery - other - Pen - NA - nos	9608	55
2			
3			
4			
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INWARD
Inward No: 2225 | Dt: 10/12/20
GRN No: 86215 | Dt: 11/12/20
Received By: | Sign
Nilgiri Estates

Subject to Hyderabad Jurisdiction

MODI PROPERTIES
INWARD
No. 43827
Date 17/12
SEC'BAD

for Summit Sales LLP

Authorised signatory

TAX INVOICE

Summit Sales LLP

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Nilgiri Estates	Invoice No.	14711
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	Invoice Date.	10-12-2020
	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	7560 - Stationery - other - Pen - NA - nos	9608	55	3.50	192.50	12	23.10
	Blue-30,Black-30,Red-10						
2							
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10							
11							
12							
13							
14							
15							

INWARD
Inward No: 22251 Dt: 10/12/20
MRN No: Dt:
Received By: 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