

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:

Amount E – PO / WO value: 215.60

Amount F – Difference (A – E): GST-18% 1,562.40

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	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED				
Date			18 DEC 2020				
			MINISH PARIKH MANAGER PROCUREMENT				

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

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 10-12-2020

Customer Details				Invoice No.	14711		
Nilgiri Estates				Invoice Date.	10-12-2020		
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad				PO No.	71885		
GSTIN : 36AAHFN0766F1ZA				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							
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9							
10							
11							
12							
13							
14							
15							
IGST				CGST		SGST	
11.55				11.55		Total Taxable Amount	
Total Invoice Amount				192.50		23.10	
Rupees : Two Hundred Fifteen and Paise Sixty Only.				215.60			

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorized signatory

Purchase Order

Page(s) 1 Of 1

05-11-2020 15:53:00



71885

30.10.20 4:44:41

From Company : **Nilgiri Estates**

5-4-187/3 & 4, II nd 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.					

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

Penalty 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. 41285

APPROVED

5 NOV 2020

P. PRABHAKAR

Sr. MANAGER PURCHASE

Remarks: - For Site use purpose

Prepared By		Vijay Raj		Approved by			
Sign. & Date		04.11.2020		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						

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.

Summit Sales LLP

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

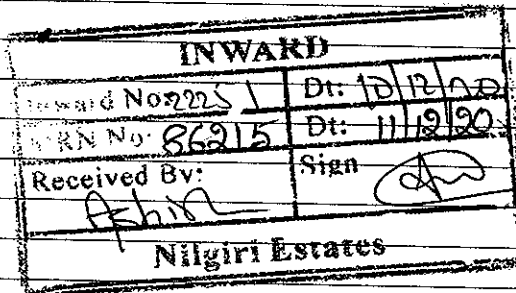
Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

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		Req ID	61304
		Req Date	05-11-2020
GSTIN : 36AAHFN0766F1ZA		Loc Req No	175040
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction



Authorised signatory

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TRANSIT COPY

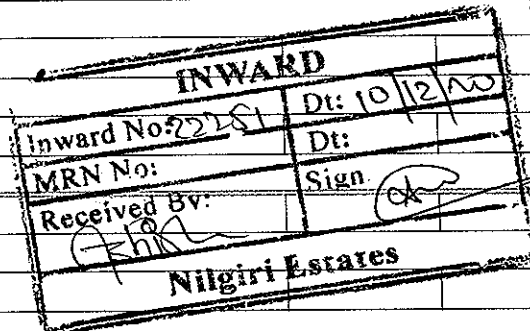
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