# PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 26/12/20 | Prepared by: | NEHA .C |
| PO/WO no. | 72964 | PO / WO Date. | 15/12/20 |
| Supplier Name | SSIIP | PO/WO amount | 944/- |
| Firm/Company | NE | Project | NE |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 14834 | 16/12/20 | 944/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 944/- |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 12611 | 16/12/20 | 86416 | ☑ 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: | | | | 944/- |
| Amount E – PO / WO value: | | | | 944/- |
| 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 | 01/01/21 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Kuttle | [signature] | | | | | |
| Date | 26/12/20 | 28/12 | | | | | |

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/-

ORIGINAL INVOICE

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**



| **Customer Details** | | |
|---|---|---|
| Nilgiri Estates | Invoice No. | 14834 |
| Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad | Invoice Date. | 16-12-2020 |
| | PO No. | 72964 |
| | PO Date. | 15-12-2020 |
| | Req ID | 62289 |
| | Req Date | 14-12-2020 |
| GSTIN : 36AAHFN0766F1ZA | Loc Req No | 175086 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 4585 - Electrical - other - Insulation tape - NA - nos | 8546 | 50 | 10.00 | 500.00 | 18 | 90.00 |
| 2 | 9537 - Tools - Hacksaw blade - double - nos | 8202 | 30 | 10.00 | 300.00 | 18 | 54.00 |
| 3 | | | | | | | |
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MODI PROPERTIES PVT. LTD. INWARD No. 72318 Date 19/12 Sign. Nehs

| IGST | CGST | SGST | | | | |
|---|---|---|---|---|---|---|
| | | | Total Taxable Amount | 800.00 | | 144.00 |
| | 72.00 | 72.00 | Total Invoice Amount | 944.00 | | |

Rupees : Nine Hundred Fourty Four Only.

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction

# Purchase Order

72964
05.12.20 12:14:14

 15-12-2020 15:53:15

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<br>5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc No** | 72964 | 175086 |
| | **Doc Date** | 15-12-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 15-12-2020 | |
| 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 | 4585 - Electrical - other - Insulation tape - NA - nos | 50.00 | 10.00 | 0.00 | 18.00 | 590.00 |
| 2 | 9537 - Tools - Hacksaw blade - double - nos | 30.00 | 10.00 | 0.00 | 18.00 | 354.00 |
| | | | | **Total Order Value . . .** | | **944.00** |

Rupees : Nine Hundred Fourty Four Only.

## Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | As per details given in the quotation. |
| **Payment Terms** | Within 30 days of delivery. |
| **Tax** | GST included in above price. |
| **Delivery Date** | Within 3 days |
| **Delivery Location** | Nilgiri Estate<br>Sy.No.143/133/134/135/136, Rampally Village.<br>Phone. 9030931172, 8297349480 |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Transport cost shall be borne by us. |
| **Warranty** | Nl |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for site use purpose |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | Nil |

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: | | 14.12.2020 | |
| Site & Phase : | NILGIRI ESTATE | | Time: | | 16:20 | |
| Supplier | | | Req. No. | | 175086 | |
| Material required before date: | | | ID No. | | 62289 | |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Insulation tapes | STD | 50 | No's | | |
| 2 | Hacksaw blade 72964 | STD | 30 | No's | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | APPROVED 15 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT | | |
| 6 | | | | | | |
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Remarks: - For Site use purpose.

| | | | |
|---|---|---|---|
| Prepared By | Vijay | Approved by | |
| Sign.& Date | 14.12.2020 | 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 | | | | | | |
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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** | DC No. | 12611 |
|---|---|---|
| Nilgiri Estates | DC Date. | 16-12-2020 |
| Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad | PO No. | 72964 |
| | PO Date. | 15-12-2020 |
| | Req ID | 62289 |
| | Req Date | 14-12-2020 |
| GSTIN : 36AAHFN0766F1ZA | Loc Req No | 175086 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 4585 - Electrical - other - Insulation tape - NA - nos | 8546 | 50 |
| 2 | 9537 - Tools - Hacksaw blade - double - nos | 8202 | 30 |
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INWARD
Inward No: 22267 Dt: 16/12/20
MRN No: 86416 Dt: 17/12/20
Received By: Sign
Nilgiri Estates

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 44024
Date 23/12
Sign.

**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

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**



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|---|---|---|
| Nilgiri Estates | Invoice No. | 14834 |
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| | PO No. | 72964 |
| | PO Date. | 15-12-2020 |
| | Req ID | 62289 |
| GSTIN : 36AAHFN0766F1ZA | Req Date | 14-12-2020 |
| | Loc Req No | 175086 |

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INWARD
Inward No: 72267 Dt: 16/12/20
MRN No: 86416 Dt: 17/12/20
Received By: Ashok Sign
Nilgiri Estates

| IGST | CGST | SGST | | | | |
|---|---|---|---|---|---|---|
| | | | Total Taxable Amount | 800.00 | | 144.00 |
| | 72.00 | 72.00 | Total Invoice Amount | 944.00 | | |

Rupees : Nine Hundred Fourty Four Only.

**for Summit Sales LLP**

Authorised signatory

Subject to Hyderabad Jurisdiction