PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/12/2020	Prepared by:	T.D. Murthy
PO/WO no.	72537	PO / WO Date.	28/11/2020
Supplier Name	Summit Sales LLP	PO/WO amount	Rs. 1,742/-
Firm/Company	Nilgiri Estates	Project	Nilgiri Estates
Sl. No.	Bill No.	Bill Date	Bill amount
1.	14914	19/12/2020	Rs. 1,742/-
2.	-	-	-
3.			-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 1,742/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	12689	19/12/2020	86538	☑ Yes ☐ No
2.	-	-	-	☐ Yes ☐ No
3.	-	-	-	☐ Yes ☐ No
4.	-	-	-	☐ Yes ☐ No

Amount B –Other Credits :	-
Amount C –Other Debits : -	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	Rs. 1,742/-
Amount E – PO / WO value:	Rs. 1,742/-
Amount F – Difference (A – E):	-
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	02/01/2021
Remarks: -	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	28/12	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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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

Customer Details		
Nilgiri Estates	Invoice No.	14914
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	Invoice Date.	19-12-2020
	PO No.	72537
	PO Date.	28-11-2020
	Req ID	61893
	Req Date	28-11-2020
GSTIN : 36AAHFN0766F1ZA	Loc Req No	175055

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	40	3.50	140.00	12	16.80
	Red -10 Blue 30						
2	7544 - Stationery - other - Marker - NA - nos	9608	30	16.00	480.00	12	57.60
	Red-15 Blue-15						
3	7592 - Stationery - other - stamp pad - NA - nos	9612	5	42.00	210.00	18	37.80
4	7594 - Stationery - other - Stapler pin - other - boxes	7415	5	6.00	30.00	18	5.40
	Small						
5	7594 - Stationery - other - Stapler pin - other - boxes	7415	5	15.00	75.00	18	13.50
	Big						
6	7529 - Stationery - other - File Folders - NA - nos		6	5.50	33.00	18	5.94
7	7552 - Stationery - other - Note pads - other - nos		12	45.00	540.00	18	97.20
8							
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15							

IGST	CGST	SGST			
			Total Taxable Amount	1,508.00	234.24
	117.12	117.12	Total Invoice Amount	1,742.24	

Rupees : One Thousand Seven Hundred Fourty Two and Paise Twenty Four Only.

INWARD No. 19488 Date 23/12 Sign NC

MODI PROPERTIES PVT LTD * SEC'BAD *

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 28-11-2020 12:44:49

72537
25.11.20 1:07:27

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	**Doc No**	72537	175055
	Doc Date	28-11-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	28-11-2020	
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	7560 - Stationery - other - Pen - NA - nos *Red -10 Blue 30*	40.00	3.50	0.00	12.00	156.80
2	7544 - Stationery - other - Marker - NA - nos *Red-15 Blue-15*	30.00	16.00	0.00	12.00	537.60
3	7592 - Stationery - other - stamp pad - NA - nos	5.00	42.00	0.00	18.00	247.80
4	7594 - Stationery - other - Stapler pin - other - boxes *Small*	5.00	6.00	0.00	18.00	35.40
5	7594 - Stationery - other - Stapler pin - other - boxes *Big*	5.00	15.00	0.00	18.00	88.50
6	7529 - Stationery - other - File Folders - NA - nos	6.00	5.50	0.00	18.00	38.94
7	7552 - Stationery - other - Note pads - other - nos	12.00	45.00	0.00	18.00	637.20
					Total Order Value . . .	**1,742.24**

Rupees : One Thousand Seven Hundred Fourty Two and Paise Twenty Four Only.

Terms and Conditions :-

Specification / Brand	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 Cost	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

For ***Nilgiri Estates***
Authorised Signatory

30/11/2020

Name :

Contact

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

Name :

Date : __/__/____

Purchase Order

 28-11-2020 12:44:49 Original / Office Copy / Purchase Div.Copy

Remarks

Accepted the above Terms And Conditions

For ***Nilgiri Estates***

For ***Summit Sales LLP***

Authorised Signatory

30/11/2020

Name : ____________

Name : ____________

Date : __/__/____

Contact

Company Name:	NILGIRI ESTATES	Date:	27.11.2020
Site & Phase :	NILGIRI ESTATE	Time:	16.01
Supplier		Req. No.	175055
Material required before date:	Urgent	ID No.	61893

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue pens	Std	04	packets		
2	Red pens	Std	02	Packets		
3	Permanent markers blue	Std	03	Packets		
4	Permanent markers red	Std	02	Packets		
5	Stamp pads	Std	05	nos		
6	Stapler pins	small	05	nos		
7	Stapler pins	Large	05	nos		
8	Folder files	std	06	Nos		
9	Note pads	Std	12	Nos		
10						

P.O. 42537

Remarks: - For Site Use Purpose.

Prepared By	kavitha	Approved by	
Sign.& Date	27-11-2020	Sign. & Date	

APPROVED
30 NOV 2020
MINISH PARIKH
MANAGER PROCUREMENT

Requisition Form

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.	12689
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	DC Date.	19-12-2020
	PO No.	72537
	PO Date.	28-11-2020
	Req ID	61893
	Req Date	28-11-2020
GSTIN : 36AAHFN0766F1ZA	Loc Req No	175055

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	40
2	7544 - Stationery - other - Marker - NA - nos	9608	30
3	7592 - Stationery - other - stamp pad - NA - nos	9612	5
4	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
5	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
6	7529 - Stationery - other - File Folders - NA - nos		6
7	7552 - Stationery - other - Note pads - other - nos		12
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INWARD
Inward No. 22279
GRN No. 86538
Received By: Ashok
Dt. 19/12/20
Dt. 21/12/20
Sign
Nilgiri Estates

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 44013
Date 23/12
Sign

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

TRANSIT COPY

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	Invoice No.	14914
Nilgiri Estates	Invoice Date.	19-12-2020
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	72537
	PO Date.	28-11-2020
	Req ID	61893
GSTIN : 36AAHFN0766F1ZA	Req Date	28-11-2020
	Loc Req No	175055

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	Small						
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	Big						
6	7529 - Stationery - other - File Folders - NA - nos		6	5.50	33.00	18	5.94
7	7552 - Stationery - other - Note pads - other - nos		12	45.00	540.00	18	97.20
8							
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13							
14							
15							

INWARD
Inward No: 22279 Dt: 19/12/20
MRN No: 86538 Dt: 21/12/20
Received By: Sign
Nilgiri Estates

IGST	CGST	SGST	Total Taxable Amount	1,508.00		234.24
	117.12	117.12	Total Invoice Amount	1,742.24		

Rupees : One Thousand Seven Hundred Fourty Two and Paise Twenty Four Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction