

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 8/8/21		Prepared by: P. Subhakar	
PO/WO no. 75094		PO / WO Date. 23/2/21	
Supplier Name S S L L P		PO/WO amount 966.42	
Firm/Company ONE		Project ONE	
Sl. No.	Bill No.	Bill Date	Bill amount
1.	16179	26/2/21	966.42
2.			/
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			966.42
Sl. No.	DC No	DC. Date	MRN No.
1.	12832	26/2/21	89472
2.			
3.			
4.			
Amount B –Other Credits :			
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			966.42
Amount E – PO / WO value:			966.42
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		15/3	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date	6/5		

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

ORIGINAL INVOICE

#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 : 26-02-2021

Customer Details				Invoice No.		16179	
Nilgiri Estates Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad GSTIN : 36AAHFN0766F1ZA				Invoice Date.		26-02-2021	
				PO No.		75094	
				PO Date.		23-02-2021	
				Req ID		64228	
				Req Date		23-02-2021	
				Loc Req No		175211	
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7505 - Stationery - other - Binder Clips - other -	8305	30	20.00	600.00	18	108.00
2	7533 - Stationery - other - Highlighter - NA - nos	9608	6	19.00	114.00	18	20.52
3	7605 - Stationery - other - Whitner Pen - NA - nos	9608	5	21.00	105.00	18	18.90
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST				CGST		SGST	
				73.71		73.71	
Total Taxable Amount				819.00		147.42	
Total Invoice Amount				966.42			
Rupees : Nine Hundred Sixty Six and Paise Fourty Two Only.							

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



Purchase Order

Page(s) 4 Of 1

23-02-2021 12:19:13



75094

23.02.21 5:16:09

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	75094	175211
Doc Date	23-02-2021	
Quote No	Nil	
Quote Date	23-02-2021	
SupplyType	Supply	

Kind Attn : **Hamendra, Prabhakar**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7505 - Stationery - other - Binder Clips - other - boxes	30.00	20.00	0.00	18.00	708.00
2 7533 - Stationery - other - Highlighter - NA - nos	6.00	19.00	0.00	18.00	134.52
3 7605 - Stationery - other - Whitner Pen - NA - nos	5.00	21.00	0.00	18.00	123.90
Total Order Value . . .					966.42

Rupees : Nine Hundred Sixty Six and Paise Fourty 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

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 use purpose.

Completion Date NA

Measurement NA

Security Nil

Remarks

For **Nilgiri Estates**

Authorised Signatory

Name : _____

Name : _____

Date : ____/____/____

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Contact :-

Requisition Form

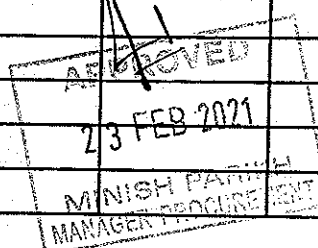
Company Name:	NILGIRI ESTATES	Date:	20-02-2021
Site & Phase :	NILGIRI ESTATE	Time:	10:45
Supplier		Req. No.	175211
Material required before date:		ID No.	64228

No	Description	Size	Quantity	Units	Inward No	Date
1	Binder Clips	STD	30	No's		
2	Highlighter Marker	STD	06	No's		
3	Whitener	STD	05	No's		
4						
5						
6						
7						
8						
9						
10						

Remarks: - For Site office use purpose.

Prepared By	Kavitha	Approved by	
Sign. & Date	20-02-2021	Sign. & Date	

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



Certified by:

**Project Manager
Nilgiri Estates**

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

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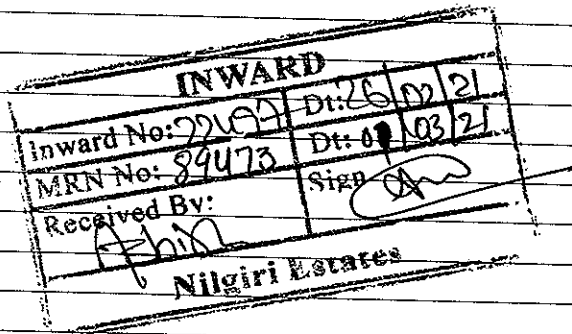
Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

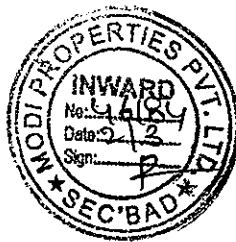
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1 of 1 : 26-02-2021

Customer Details		DC No.	13832
Nilgiri Estates		DC Date.	26-02-2021
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad		PO No.	75094
		PO Date.	23-02-2021
		Req ID	64228
GSTIN : 36AAHFN0766F1ZA		Req Date	23-02-2021
		Loc Req No	175211
	Description of Goods	HSN/SAC	Qty
1	7505 - Stationery - other - Binder Clips - other - boxes	8305	30
2	7533 - Stationery - other - Highlighter - NA - nos	9608	6
3	7605 - Stationery - other - Whitner Pen - NA - nos	9608	5
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Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory

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Summit Sales LLP

TRANSIT COPY

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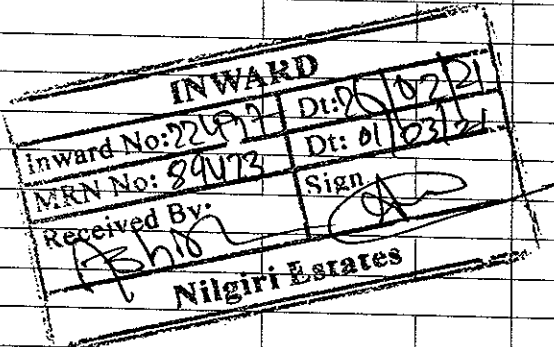
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14							
15							
IGST	CGST	SGST	Total Taxable Amount		819.00		147.42
	73.71	73.71	Total Invoice Amount		966.42		

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