missing Bill

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/04/2021	Prepared by:	T.D. Murthy
PO/WO no.	75172	PO / WO Date.	24/02/2021
Supplier Name	Summit Sales LLP	PO/WO amount	Rs. 11,998/-
Firm/Company	Nilgiri Estates	Project	Nilgiri Estates
Sl. No.	Bill No.	Bill Date	Bill amount
1.	16720	29/03/2021	Rs. 10,913/-
2.	-	-	-
3.	-	-	-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 10,913/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	14326	29/03/2021	-	☑ 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. 10,913/-
Amount E – PO / WO value:	Rs. 11,998/-
Amount F – Difference (A – E):	Rs. -1,085/-
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	**24/04/2021**
Remarks: **Final bill received.**	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	22/4/21	22/4					

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.	16720
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	Invoice Date.	29-03-2021
	PO No.	75172
	PO Date.	24-02-2021
	Req ID	64322
GSTIN : 36AAHFN0766F1ZA	Req Date	24-02-2021
	Loc Req No	175215

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7310 - Plumbing - sanitary - Sink - other - nos	73241	4	2312.00	9,248.00	18	1,664.64
	20" 17"						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	9,248.00	1,664.64
	832.32	832.32	Total Invoice Amount	10,912.64	

Rupees : Ten Thousand Nine Hundred Twelve and Paise Sixty Four Only.

MODI PROPERTIES PVT LTD * SEC'BAD *
INWARD
No. 29812
Date 22/4
Sign.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

NE

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.	16720
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	Invoice Date.	29-03-2021
	PO No.	75172
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	Req ID	64322
GSTIN : 36AAHFN0766F1ZA	Req Date	24-02-2021
	Loc Req No	175215

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7310 - Plumbing - sanitary - Sink - other - nos 20" 17"	73241	4	2312.00	9,248.00	18	1,664.64
2							
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INWARD

Inward No: 22510 Dt: 6-03-2021

MRN No: Dt:

Received By: Sign.

Nilgiri Estates

IGST	CGST	SGST				
			Total Taxable Amount	9,248.00		1,664.64
	832.32	832.32	Total Invoice Amount		10,912.64	

Rupees : Ten Thousand Nine Hundred Twelve and Paise Sixty Four Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 21-04-2021 14:33:00

Original / Office Copy / Purchase Div.Copy

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	75172	175215
Doc Date	24-02-2021	
Quote No	Nil	
Quote Date	24-02-2021	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3134 - Chemicals - Tile Grout - 1kg - pkts *silk*	10.00	46.00	0.00	18.00	542.80
2	3134 - Chemicals - Tile Grout - 1kg - pkts *white*	10.00	46.00	0.00	18.00	542.80
3	7310 - Plumbing - sanitary - Sink - other - nos *20" 17"*	4.00	2,312.00	0.00	18.00	10,912.64
					Total Order Value . . .	**11,998.24**

Rupees : Eleven Thousand Nine Hundred Ninty Eight and Paise Twenty Four Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	On complete delivery of all maerials only.
Tax	Inclusive of all GST taxes
Delivery Date	Next Day.
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
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 V.no.147 to 152 purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

=) Original office copy misplaced please give a "xoc" for Bill Clearing.
22/4/21.

For *Nilgiri Estates*
Authorised Signatory

Name : ____________

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

Name : ____________

Date : __/__/____

dRequisition Form

Company Name:	NILGIRI ESTATES	Date:	24-02-2021
Site & Phase :	NILGIRI ESTATE	Time:	11:00
Supplier		Req. No.	175215
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	Steel sinks	STD	04	Packets		
2	Grouting white	STD	10	Kg's		
3	Grouting Ivory	STD	10	Kg's		
4						
5						
6						
7						
8						
9						
10						

Remarks: For villa no.147 to152.

Prepared By	kavitha	Approved by	
Sign.& Date	24-02-2021	Sign. & Date	

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

APPROVED
23 APR 2021
K. PRABHAKAR
Sr MANAGER PURCHASE

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						
5						
6						
7						
8						
9						
10						

Certified by:
Project Manager
Nilgiri Estates

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.	14326
Nilgiri Estates	DC Date.	29-03-2021
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	75172
	PO Date.	24-02-2021
	Req ID	64322
GSTIN : 36AAHFN0766F1ZA	Req Date	24-02-2021
	Loc Req No	175215

	Description of Goods	HSN/SAC	Qty
1	7310 - Plumbing - sanitary - Sink - other - nos	73241	4
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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction