PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	09/06/21	Prepared by:	G. Venkatesh
PO/WO no.	76916	PO / WO Date.	04/05/21
Supplier Name	SSLLP	PO/WO amount	1232/-
Firm/Company		Project	Nilgiri Estate
Sl. No.	Bill No.	Bill Date	Bill amount
1	17281	08/05/21	1232/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1232-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	14790	08/05/21	92223	☑ 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:	1232/-
Amount E – PO / WO value:	1232/-
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	14/6/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	09/06/21	9/6					

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

Customer Details	Invoice No.	17281
Nilgiri Estates	Invoice Date.	08-05-2021
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	76916
	PO Date.	04-05-2021
	Req ID	65883
GSTIN : 36AAHFN0766F1ZA	Req Date	04-05-2021
	Loc Req No	175275

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5	220.00	1,100.00	12	132.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	1,100.00		132.00
	66.00	66.00	Total Invoice Amount	1,232.00		

Rupees : One Thousand Two Hundred Thirty Two Only.

80373
1015
2

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 05-05-2021 11:39:19 Or 76916

06.05.21 4:35:37

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	**Doc No**	76916	175275
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	04-05-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	04-05-2021	
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	7555 - Stationery - other - Paper - A4 - bundles	5.00	220.00	0.00	12.00	1,232.00
					Total Order Value . . .	**1,232.00**

Rupees : One Thousand Two Hundred Thirty 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
Penality 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
Measurment	NA
Security	Nil
Remarks	.

For ***Nilgiri Estates***

Authorised Signatory

Name : ____________________

Contact ..

Name : ____________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Date : __/__/____

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	03-05-2021
Site & Phase :	NILGIRI ESTATE	Time:	11:55
Supplier		Req. No.	175275
Material required before date:		ID No.	65883

No	Description	Size	Quantity	Units	Inward No	Date
1	A4 Size papers	STD	5	Bundles		
2						
3						
4						
5						
6						
7						
8						
9						
10						

76916

Remarks: - For Site office use purpose

Prepared By	Kavitha	Approved by	APPROVED
Sign.& Date	03-05-2021	Sign. & Date	07 MAY 2021

P. PRABHAKAR
Sr. MANAGER PURCHASE

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.

Certified by:
Project Manager
Nilgiri Estates

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.	14790
Nilgiri Estates	DC Date.	08-05-2021
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	76916
	PO Date.	04-05-2021
	Req ID	65883
	Req Date	04-05-2021
GSTIN : 36AAHFN0766F1ZA	Loc Req No	175275

	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5
2			
3			
4			
5			
6			
7			
8			
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28			
29			
30			

INWARD
Inward No: 22603 Dt: 8/5/21
MRN No: 92223 Dt: 21/5/21
Received By: Sign:
Nilgiri Estates

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

Summit Sales LLP

TRANSIT COPY

#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 Date.	08-05-2021
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	76916
	PO Date.	04-05-2021
	Req ID	65883
GSTIN : 36AAHFN0766F1ZA	Req Date	04-05-2021
	Loc Req No	175275

Invoice No. 17281

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5	220.00	1,100.00	12	132.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

INWARD
Inward No: 22603 Dt: 8/5/21
MRN No: 92223 Dt: 21/5/21
Received By: Ashish Sign:
Nilgiri Estates

IGST	CGST	SGST	Total Taxable Amount	1,100.00		132.00
	66.00	66.00	Total Invoice Amount	1,232.00		

Rupees : One Thousand Two Hundred Thirty Two Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction