## PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| | 12/7/21 | Prepared by: | BHAVANI |
| | 77597 | PO / WO Date. | 11/6/21 |
| | SSLLP | PO/WO amount | 4,060 |
| Firm/Company | Nilgiri Estaty | Project | NE |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 18149 | 7/7/21 | 2059 |
| 2 | | | / |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 2059 |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 15487 | 7/7/21 | 93753 | □ 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: | 2059 |
| Amount E – PO / WO value: | 2059 |
| 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 | 19-7-21 |
| Remarks: | Final Bill<br>Incentive RS-20/- |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| Sign: | Bavani | [signature] | | | | | |
| Date | 12/7/21 | 13/7/21 | | | | | |

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

OFFICE 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** | Invoice No. | 18149 |
|---|---|---|
| Nilgiri Estates | Invoice Date. | 07-07-2021 |
| Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad | PO No. | 77597 |
| | PO Date. | 11-06-2021 |
| | Req ID | 66575 |
| | Req Date | 09-06-2021 |
| GSTIN : 36AAHFN0766F1ZA | Loc Req No | 17594 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 4022 - Consumables - Dettol - NA - nos | 3401 | 5 | 85.00 | 425.00 | 18 | 76.50 |
| | hand wash | | | | | | |
| 2 | 4022 - Consumables - Dettol - NA - nos | 3401 | 6 | 220.00 | 1,320.00 | 18 | 237.60 |
| | Antiseptic | | | | | | |
| 3 | | | | | | | |
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| IGST | CGST | SGST | Total Taxable Amount | 1,745.00 | | 314.10 |
|---|---|---|---|---|---|---|
| | 157.05 | 157.05 | Total Invoice Amount | 2,059.10 | | |

Rupees : Two Thousand Fifty Nine and Paise Ten Only.

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No: 82057 Date: 8/7 Sign:

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction

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. | 15487 |
|---|---|---|
| Nilgiri Estates | DC Date. | 07-07-2021 |
| Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad | PO No. | 77597 |
| | PO Date. | 11-06-2021 |
| | Req ID | 66575 |
| GSTIN : 36AAHFN0766F1ZA | Req Date | 09-06-2021 |
| | Loc Req No | 17594 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 4022 - Consumables - Dettol - NA - nos | 3401 | 5 |
| 2 | 4022 - Consumables - Dettol - NA - nos | 3401 | 6 |
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Subject to Hyderabad Jurisdiction

**for Summit Sales LLP**

*Authorised signatory*

# Purchase Order

 11-06-2021 4:24:34 PM

77597
10.06.21 10:31:08

| | |
|---|---|
| From Company : | **Nilgiri Estates**<br>5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.<br>G S T No. : 36AAHFN0766F1ZA |

| **Supplier Details** | | | |
|---|---|---|---|
| Summit Sales LLP | **Doc No** | 77597 | 17594 |
| 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc Date** | 11-06-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 11-06-2021 | |
| 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 | 4022 - Consumables - Dettol - NA - nos<br>*hand wash* | 10.00 | 85.00 | 0.00 | 18.00 | 1,003.00 |
| 2 | 4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs | 6.00 | 86.00 | 0.00 | 18.00 | 608.88 |
| 3 | 4022 - Consumables - Dettol - NA - nos<br>*Antiseptic* | 6.00 | 220.00 | 0.00 | 18.00 | 1,557.60 |
| 4 | 4035 - Consumables - Harpic - Cleaner - 500ml - nos | 6.00 | 76.00 | 0.00 | 18.00 | 538.08 |
| 5 | 4008 - Consumables - Cleaning Cloth - other - nos | 20.00 | 16.80 | 0.00 | 5.00 | 352.80 |
| | | | | | **Total Order Value . . .** | **4,060.36** |

Rupees : Four Thousand Sixty and Paise Thirty Six Only.

Part Bill received @
17742 - 18/6/21 - 2001
Bal amount: 2059
23/6/21

**Terms and Conditions :-**

| | |
|---|---|
| **Specification /** | As per details given in the quotation. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Next Day. |
| **Delivery Location** | Nilgiri Estate<br>Sy.No.143/133/134/135/136, Rampally Village.<br>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** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

For ***Nilgiri Estates***
Authorised Signatory
12/06/2021
Name : ____________

Name : ____________

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

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | NILGIRI ESTATES | Date: | 09-06-2021 |
| Site & Phase : | NILGIRI ESTATE | Time: | 10:30 |
| Supplier | | Req. No. | 175294 |
| Material required before date: | | ID No. | 66575 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Hand Washes | STD | 10 | No's | | |
| 2 | Lizol | STD | 6 | | | |
| 3 | Dettol | STD | 6 | | | |
| 4 | Harphic | STD | 6 | | | |
| 5 | Cleaning cloths | STD | 20 | | | |
| 6 | | | | | | |
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77598

APPROVED
12 JUN 2021
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: For site office use purpose.

| | | | |
|---|---|---|---|
| Prepared By | kavitha | Approved by | |
| Sign.& Date | 09-06-2021 | 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 |
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| Remarks: | | Approved by | |
| Prepared 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**

Nilgiri Estates

Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad

GSTIN : 36AAHFN0766F1ZA

| | |
|---|---|
| DC No. | 15487 |
| DC Date. | 07-07-2021 |
| PO No. | 77597 |
| PO Date. | 11-06-2021 |
| Req ID | 66575 |
| Req Date | 09-06-2021 |
| Loc Req No | 17594 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 4022 - Consumables - Dettol - NA - nos | 3401 | 5 |
| 2 | 4022 - Consumables - Dettol - NA - nos | 3401 | 6 |
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INWARD
Inward No: 92658 Dt: 9/7/21
MRN No: 93353 Dt: 09/7/21
Received By: Abhishek Sign
Nilgiri Estates

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. ★ SEC'BAD ★
INWARD
No: 72529
Date: 10/7
Sign: