

PURCHASE DIVISION  
Advice for approval for credit to supplier

|                                                               |                  |                  |                                                                                                                                                                           |                                                          |                             |            |                  |
|---------------------------------------------------------------|------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------|------------|------------------|
| Date:                                                         |                  | 12/8/21          |                                                                                                                                                                           | Prepared by:                                             |                             | BHAVANI    |                  |
| PO/WO no.                                                     |                  | 79528            |                                                                                                                                                                           | PO / WO Date.                                            |                             | 10/8/21    |                  |
| Supplier Name                                                 |                  | SSLP             |                                                                                                                                                                           | PO/WO amount                                             |                             | 1274       |                  |
| Firm/Company                                                  |                  | nilgiri Estate   |                                                                                                                                                                           | Project                                                  |                             | NE         |                  |
| Sl. No.                                                       | Bill No.         | Bill Date        |                                                                                                                                                                           | Bill amount                                              |                             |            |                  |
| 1                                                             | 18752            | 10/8/21          |                                                                                                                                                                           | 1274                                                     |                             |            |                  |
| 2                                                             |                  |                  |                                                                                                                                                                           |                                                          |                             |            |                  |
| 3                                                             |                  |                  |                                                                                                                                                                           |                                                          |                             |            |                  |
| 4                                                             |                  |                  |                                                                                                                                                                           |                                                          |                             |            |                  |
| Amount A – Bills total(Excluding Transport & Hamali Charges): |                  |                  |                                                                                                                                                                           |                                                          |                             | 1274       |                  |
| Sl. No.                                                       | DC No            | DC. Date         | MRN No.                                                                                                                                                                   | DC matches MRN                                           |                             |            |                  |
| 1.                                                            | 16017            | 10/8/21          | 94973                                                                                                                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |                             |            |                  |
| 2.                                                            |                  |                  |                                                                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |                             |            |                  |
| 3.                                                            |                  |                  |                                                                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |                             |            |                  |
| Amount B –Other Credits :_Transportation charges              |                  |                  |                                                                                                                                                                           |                                                          |                             | -          |                  |
| Amount C –Other Debits :                                      |                  |                  |                                                                                                                                                                           |                                                          |                             | -          |                  |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:   |                  |                  |                                                                                                                                                                           |                                                          |                             | 1274       |                  |
| Amount E – PO / WO value:                                     |                  |                  |                                                                                                                                                                           |                                                          |                             | 1274       |                  |
| Amount F – Difference (A – E): GST-18%                        |                  |                  |                                                                                                                                                                           |                                                          |                             | -          |                  |
| Quantity received as per PO /WO                               |                  |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |                                                          |                             |            |                  |
| Is difference between PO / Bill acceptable?                   |                  |                  | <input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                                |                                                          |                             |            |                  |
| Excess / short material received                              |                  |                  | <input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)                                                     |                                                          |                             |            |                  |
| Close PO / W?O                                                |                  |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)                             |                                                          |                             |            |                  |
| Advance paid / PDC given (deduct when paying)                 |                  |                  | <input type="checkbox"/> Yes – Rs. _____/- <input checked="" type="checkbox"/> No                                                                                         |                                                          |                             |            |                  |
| Payment – due date                                            |                  |                  | 16/8/21                                                                                                                                                                   |                                                          |                             |            |                  |
| Remarks:                                                      |                  |                  |                                                                                                                                                                           |                                                          |                             |            |                  |
|                                                               |                  |                  |                                                                                                                                                                           |                                                          |                             |            |                  |
| Approved by                                                   | Purchase Officer | Purchase Manager | Procurement Manager                                                                                                                                                       | M D                                                      | Accounts – receiver of bill | Accountant | Accounts Manager |
| Sign:                                                         |                  |                  |                                                                                                                                                                           |                                                          |                             |            |                  |
| Date                                                          | 12/8/21          | 10/8/21          |                                                                                                                                                                           |                                                          |                             |            |                  |

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**

#5-4-187/3 &amp; 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.          |          | 18752      |         |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------|-------|----------------------|----------|------------|---------|
| Nilgiri Estates<br>Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad<br><br>GSTIN : 36AAHFN0766F1ZA |                                                     |         |       | Invoice Date.        |          | 10-08-2021 |         |
|                                                                                                         |                                                     |         |       | PO No.               |          | 79528      |         |
|                                                                                                         |                                                     |         |       | PO Date.             |          | 10-08-2021 |         |
|                                                                                                         |                                                     |         |       | Req ID               |          | 67579      |         |
|                                                                                                         |                                                     |         |       | Req Date             |          | 15-07-2021 |         |
|                                                                                                         |                                                     |         |       | Loc Req No           |          | 175321     |         |
|                                                                                                         | Description of Goods                                | HSN/SAC | Qty   | Rate                 | Gross    | Tax%       | Tax Amt |
| 1                                                                                                       | 7663 - Stationery -other - Executive bag - NA - nos | 4202    | 2     | 540.00               | 1,080.00 | 18         | 194.40  |
| 2                                                                                                       |                                                     |         |       |                      |          |            |         |
| 3                                                                                                       |                                                     |         |       |                      |          |            |         |
| 4                                                                                                       |                                                     |         |       |                      |          |            |         |
| 5                                                                                                       |                                                     |         |       |                      |          |            |         |
| 6                                                                                                       |                                                     |         |       |                      |          |            |         |
| 7                                                                                                       |                                                     |         |       |                      |          |            |         |
| 8                                                                                                       |                                                     |         |       |                      |          |            |         |
| 9                                                                                                       |                                                     |         |       |                      |          |            |         |
| 10                                                                                                      |                                                     |         |       |                      |          |            |         |
| 11                                                                                                      |                                                     |         |       |                      |          |            |         |
| 12                                                                                                      |                                                     |         |       |                      |          |            |         |
| 13                                                                                                      |                                                     |         |       |                      |          |            |         |
| 14                                                                                                      |                                                     |         |       |                      |          |            |         |
| 15                                                                                                      |                                                     |         |       |                      |          |            |         |
| IGST                                                                                                    |                                                     | CGST    | SGST  | Total Taxable Amount |          | 1,080.00   | 194.40  |
|                                                                                                         |                                                     | 97.20   | 97.20 | Total Invoice Amount |          | 1,274.40   |         |

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

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



## Purchase Order

Page(s) 1 Of 1

10-Aug-21 11:15:18 AM

Ori



79528

10.08.21 11:15:44

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

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 79528      | 175321 |
| <b>Doc Date</b>   | 10-08-2021 |        |
| <b>Quote No</b>   | Nil        |        |
| <b>Quote Date</b> | 10-08-2021 |        |
| <b>SupplyType</b> | Supply     |        |

**Kind Attn : Hamendra, Prabhakar**

Purchase Order for the Supply of following Items.

| Item Name                                             | Qty  | Rate   | Dis% | GST   | Amount          |
|-------------------------------------------------------|------|--------|------|-------|-----------------|
| 1 7663 - Stationery -other - Executive bag - NA - nos | 2.00 | 540.00 | 0.00 | 18.00 | 1,274.40        |
| <b>Total Order Value . . .</b>                        |      |        |      |       | <b>1,274.40</b> |

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

### Terms and Conditions :-

**Specification / Brand** HP 15.6 Inches expandable laptop bag.

**Payment Terms** After Delivery & Production of bill

**Tax** Included in the above prices

**Delivery Date** With in a day

**Delivery Location** Nilgiri Estate  
Sy.No.143/133/134/135/136, Rampally Village.  
Phone. 9030931172

**Penalty For Delay** Nil

**Transportation Cost** Nil

**Warranty** Nil

**Advance Paid** Nil

**Other Terms** We reserve the right to reject items not conforming to quality and specifications, damages if any in suppliers account staff , purpose.

**Completion Date** Nil

**Measurment** Nil

**Security** Nil

**Remarks** Nil

For **Nilgiri Estates**

Authorised Signatory

Name : \_\_\_\_\_

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_

# Requisition Form

|                                |                 |          |            |
|--------------------------------|-----------------|----------|------------|
| Company Name:                  | NILGIRI ESTATES | Date:    | 15-07-2021 |
| Site & Phase :                 | NILGIRI ESTATE  | Time:    | 13:05      |
| Supplier                       |                 | Req. No. | 175321     |
| Material required before date: | Urgent          | ID No.   | 67579      |

| No | Description | Size | Quantity | Units | Inward No | Date |
|----|-------------|------|----------|-------|-----------|------|
| 1  | Laptop bags | STD  | 03       | No's  |           |      |
| 3  |             |      |          |       |           |      |
| 4  |             |      |          |       |           |      |
| 5  |             |      |          |       |           |      |
| 6  |             |      |          |       |           |      |
| 7  |             |      |          |       |           |      |
| 8  |             |      |          |       |           |      |
| 9  |             |      |          |       |           |      |
| 10 |             |      |          |       |           |      |

Remarks: For staff use purpose

|              |            |              |  |
|--------------|------------|--------------|--|
| Prepared By  | Sadhana    | Approved by  |  |
| Sign. & Date | 15-07-2021 | Sign. & Date |  |

**Certified by:**

*[Signature]*

**Project Manager**  
Nilgiri Estates

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  |             |      |          |       |           |      |
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Remarks:

|              |  |              |  |
|--------------|--|--------------|--|
| Prepared By  |  | Approved by  |  |
| Sign. & Date |  | Sign. & Date |  |

## DELIVERY CHALLAN

**Summit Sales LLP**

#5-4-187/3 &amp; 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003 .

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**

1 of 1 : 10-08-2021

| <b>Customer Details</b>                               |                                                     | DC No.     | 16017      |
|-------------------------------------------------------|-----------------------------------------------------|------------|------------|
| Nilgiri Estates                                       |                                                     | DC Date.   | 10-08-2021 |
| Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad |                                                     | PO No.     | 79528      |
|                                                       |                                                     | PO Date.   | 10-08-2021 |
|                                                       |                                                     | Req ID     | 67579      |
|                                                       |                                                     | Req Date   | 15-07-2021 |
| GSTIN : 36AAHFN0766F1ZA                               |                                                     | Loc Req No | 175321     |
|                                                       | Description of Goods                                | HSN/SAC    | Qty        |
| 1                                                     | 7663 - Stationery -other - Executive bag - NA - nos | 4202       | 2          |
| 2                                                     |                                                     |            |            |
| 3                                                     |                                                     |            |            |
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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

**Summit Sales LLP**

#5-4-187/3 &amp; 4, II Floor, Soham Mansion, M G Road, Secunderabad - 500003

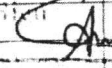
Email purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNE: 36ACQFS2044C1Z7

1 of 1 : 10-08-2021

| Customer Details                                        |                                                     | DC No      | 16017      |
|---------------------------------------------------------|-----------------------------------------------------|------------|------------|
| Nilgiri Estates                                         |                                                     | DC Date    | 10-08-2021 |
| Sy No 143/133/134/135/136, Rampally, keesara, Hyderabad |                                                     | PO No      | 79528      |
|                                                         |                                                     | PO Date    | 10-08-2021 |
|                                                         |                                                     | Req ID     | 67579      |
|                                                         |                                                     | Req Date   | 15-07-2021 |
| GSTIN : 36AAHFN0766F1ZA                                 |                                                     | Loc Req No | 175321     |
|                                                         | Description of Goods                                | HSN/SAC    | Qty        |
| 1                                                       | 7663 - Stationery -other - Executive bag - NA - nos | 4202       | 2          |
| 2                                                       |                                                     |            |            |
| 3                                                       |                                                     |            |            |
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|                     |                                                                                       |
|---------------------|---------------------------------------------------------------------------------------|
| INWARD              |                                                                                       |
| Inward No: 22693    | 11/08/21                                                                              |
| MRN No: 94973       | 11/08/21                                                                              |
| Received By: Ashish |  |
| Nilgiri Estates     |                                                                                       |

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



## TAX INVOICE

## Summit Sales LLP

TRANSIT COPY

#5-4-187/3 &amp; 4, II Floor, Soham Mansion, M G Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 10-08-2021

|                                                       |                                                     |         |                      |               |          |            |         |
|-------------------------------------------------------|-----------------------------------------------------|---------|----------------------|---------------|----------|------------|---------|
| <b>Customer Details</b>                               |                                                     |         |                      | Invoice No.   |          | 18752      |         |
| Nilgiri Estates                                       |                                                     |         |                      | Invoice Date. |          | 10-08-2021 |         |
| Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad |                                                     |         |                      | PO No.        |          | 79528      |         |
| GSTIN : 36AAHFN0766F1ZA                               |                                                     |         |                      | PO Date.      |          | 10-08-2021 |         |
|                                                       |                                                     |         |                      | Req ID        |          | 67579      |         |
|                                                       |                                                     |         |                      | Req Date      |          | 15-07-2021 |         |
|                                                       |                                                     |         |                      | Loc Req No    |          | 175321     |         |
|                                                       | Description of Goods                                | HSN/SAC | Qty                  | Rate          | Gross    | Tax%       | Tax Amt |
| 1                                                     | 7663 - Stationery -other - Executive bag - NA - nos | 4202    | 2                    | 540.00        | 1,080.00 | 18         | 194.40  |
| 2                                                     |                                                     |         |                      |               |          |            |         |
| 3                                                     |                                                     |         |                      |               |          |            |         |
| 4                                                     |                                                     |         |                      |               |          |            |         |
| 5                                                     |                                                     |         |                      |               |          |            |         |
| 6                                                     |                                                     |         |                      |               |          |            |         |
| 7                                                     |                                                     |         |                      |               |          |            |         |
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| 10                                                    |                                                     |         |                      |               |          |            |         |
| 11                                                    |                                                     |         |                      |               |          |            |         |
| 12                                                    |                                                     |         |                      |               |          |            |         |
| 13                                                    |                                                     |         |                      |               |          |            |         |
| 14                                                    |                                                     |         |                      |               |          |            |         |
| 15                                                    |                                                     |         |                      |               |          |            |         |
| IGST                                                  | CGST                                                | SGST    | Total Taxable Amount |               | 1,080.00 |            | 194.40  |
|                                                       | 97.20                                               | 97.20   | Total Invoice Amount |               | 1,274.40 |            |         |

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

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction