PURCHASE DIVISION
Advice for approval for credit to supplier

B

Date:	29/12/21	Prepared by:	Janaki
PO/WO no.	83803	PO / WO Date.	21/12/21
Supplier Name	Summit Sales LLP	PO/WO amount	1,481/-
Firm/Company	Nilgiri Estates	Project	Nilgiri estate
Sl. No.	Bill No.	Bill Date	Bill amount
1	21132	23/12/21	1,481/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,481/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	18076	23/12/21	101103	☑ 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:	1,481/-
Amount E – PO / WO value:	1,481/-
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	03/01/22
Remarks: Final Bill	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Janaki	APPROVED					
Date	29/12/21	04 JAN 2022					

PRABHAKAR
MANAGER PURCHASE

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 ORIGINAL INVOICE

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Nilgiri Estates	Invoice No.	21132
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	Invoice Date.	23-12-2021
	PO No.	83803
	PO Date.	21-12-2021
	Req ID	72244
GSTIN : 36AAHFN0766F1ZA PAN AAHFN0766F	Req Date	21-12-2021
	Loc Req No	175458

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4008 - Consumables - Cleaning Cloth - other - nos	6307	15	16.80	252.00	5	12.60
	White						
2	4000 - Consumables - Acid - NA - ltrs	2806	5	21.00	105.00	18	18.90
3	4003 - Consumables - Bombay Broom - Big - nos	9603	4	68.00	272.00	0	0.00
4	4022 - Consumables - Dettol - NA - nos	3401	2	86.00	172.00	18	30.96
	Hand wash						
5	4001 - Consumables - Air Freshner - NA - nos	3307	4	45.00	180.00	18	32.40
	Odonil						
6	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	4	86.00	344.00	18	61.92
7							
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15							

IGST	CGST	SGST			
			Total Taxable Amount	1,325.00	156.78
	78.39	78.39	Total Invoice Amount	1,481.78	

Rupees : One Thousand Four Hundred Eighty One and Paise Seventy Eight Only.

SUMMIT SALES LLP * R.R. DIST. *
IN. WARD No. 88864 Date: 22/12 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.	18076
Nilgiri Estates	DC Date.	23-12-2021
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	83803
	PO Date.	21-12-2021
	Req ID	72244
GSTIN : 36AAHFN0766F1ZA	Req Date	21-12-2021
	Loc Req No	175458

	Description of Goods	HSN/SAC	Qty
1	4008 - Consumables - Cleaning Cloth - other - nos	6307	15
2	4000 - Consumables - Acid - NA - ltrs	2806	5
3	4003 - Consumables - Bombay Broom - Big - nos	9603	4
4	4022 - Consumables - Dettol - NA - nos	3401	2
5	4001 - Consumables - Air Freshner - NA - nos	3307	4
6	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	4
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

 21-12-2021 15:02:53

83803

5:35:00

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**	83803	175458
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	21-12-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	21-12-2021	
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	4008 - Consumables - Cleaning Cloth - other - nos *White*	15.00	16.80	0.00	5.00	264.60
2	4000 - Consumables - Acid - NA - ltrs	5.00	21.00	0.00	18.00	123.90
3	4003 - Consumables - Bombay Broom - Big - nos	4.00	68.00	0.00	0.00	272.00
4	4022 - Consumables - Dettol - NA - nos *Hand wash*	2.00	86.00	0.00	18.00	202.96
5	4001 - Consumables - Air Freshner - NA - nos *Odonil*	4.00	45.00	0.00	18.00	212.40
6	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	4.00	86.00	0.00	18.00	405.92
					Total Order Value . . .	**1,481.78**

Rupees : One Thousand Four Hundred Eighty One and Paise Seventy Eight Only.

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 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 office purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

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:	18-12-2021
Site & Phase :	NILGIRI ESTATE	Time:	11:50
Supplier		Req. No.	175458
Material required before date:		ID No.	72244

No	Description	Size	Quantity	Units	Inward No	Date
1	White Clothes	STD	15	Nos		
2	Acid Bottles	STD	05	Nos		
3	Bombay Brooms 83803	STD	04	Nos		
4	Dettol Hand Wash	STD	05	Nos		
5	Room Freshner	STD	05	Nos		
6	Lizol	STD	04	Nos		
7						
8						
9						
10						

Remarks:- For office use purpose and possession villas cleaning purpose in the site .

Prepared By	Sadhana	Approved by	Akheel
Sign.& Date	18-12-2021	Sign. & Date	18-12-21

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

APPROVED
20 DEC 2021
P. PRABHAKAR
Sr. MANAGER-PURCHASE

Checked 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.

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.	18076
Nilgiri Estates	DC Date.	23-12-2021
Sy No 143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	83803
	PO Date.	21-12-2021
	Req ID	72244
GSTIN : 36AAHFN0766F1ZA	Req Date	21-12-2021
	Loc Req No	175458

	Description of Goods	HSN/SAC	Qty
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6	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	4
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Subject to Hyderabad Jurisdiction

INWARD
In ward No: 99897 . Dt: 23/12/21
MRN No: 101103 Dt: 24/12/21
Received By: Ashish Sign:
Nilgiri Estates

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 76478
Date: 24/12
Sign:

for Summit Sales LLP

Authorised signatory