PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	28/1/22	Prepared by	Monika	Serial no.	195
Supplier name	SSLLP			HO inward no.	
Firm/Company	Nilgiri Estate	Project	NE	HO received date	
PO/WO date	27/10/21	PO/WO No.	82137	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	20523	23/11/21	157.50/—	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	157.50/—
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	99578	Proof of delivery matches MRN	☑ 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:	157.50/-
Amount E – PO / WO value:	1,905.82/—
Amount F – Difference (A – E):	1748/—
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Part received
Close PO / WO	☑ Yes ☐ No – wait for balance material ☐ Other
Payment – due date	07/02/22
Remarks:	Final

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Monika				
Sign:	Monika				
Date	28/1/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

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

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	20523
Nilgiri Estates	Invoice Date.	23-11-2021
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	82137
	PO Date.	27-10-2021
	Req ID	70684
	Req Date	26-10-2021
GSTIN : 36AAHFN0766F1ZA PAN AAHFN0766F	Loc Req No	175410

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4009 - Consumables - Coconut Broom - other - nos	9603	10	15.75	157.50	0	0.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

SUMMIT SALES LLP
IN WARD
No: 90199
Date: 28/1/22
Sign:

IGST	CGST	SGST				
			Total Taxable Amount	157.50		0.00
	0.00	0.00	Total Invoice Amount	157.50		

Rupees : One Hundred Fifty Seven and Paise Fifty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 27-10-2021 15:04:12

82137
25.10.21 1:32:48

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**	82137	175410
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	27-10-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	27-10-2021	
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	2.00	220.00	0.00	12.00	492.80
2	4022 - Consumables - Dettol - NA - nos	3.00	86.00	0.00	18.00	304.44
3	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3.00	86.00	0.00	18.00	304.44
4	4065 - Consumables - Vim bar - NA - nos	1.00	45.00	0.00	18.00	53.10
5	4009 - Consumables - Coconut Broom - other - nos	10.00	15.75	0.00	0.00	157.50
6	4000 - Consumables - Acid - NA - ltrs	3.00	21.00	0.00	18.00	74.34
7	4014 - Consumables - Colin - 500ml - nos	5.00	88.00	0.00	18.00	519.20
				Total Order Value . . .		**1,905.82**

Rupees : One Thousand Nine Hundred Five and Paise Eighty Two Only.

Terms and Conditions :-

Specification /	All items in Sl.no.1shall be Lenova brand, 330 a6 model PQC/4GB Ram/ 1TB HDD/ 15.6"/ Win10. w Sl.no.2-Epson M200
Payment Terms	After Delivery & Production of bill
Tax	Included in above prices.
Delivery Date	Within 7 days
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penality For Delay	Nil
Transportation	Included by us.
Warranty	1 year company warranty
Advance Paid	Nil
Other Terms	We reserve the rights to reject items not confirming to quality and specifications. Above order for Site office purpose
Completion Date	Nil
Measurment	Nil
Security	Nil

Part Bill received @
20137 - 29/10/21 - 1748
Bal : 158
9/11/21

For *Nilgiri Estates*
Authorised Signatory

28/10/2021

Name : ______

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

Name : ______

Date : __/__/____

1358

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	26-10-2021
Site & Phase :	NILGIRI ESTATE	Time:	16:18
Supplier		Req. No.	175410
Material required before date:		ID No.	70684

No	Description	Size	Quantity	Units	Inward No	Date
1	A4 sheets	Std	02	Bundles		
2	Dettol Hand wash	Std	03	Nos		
3	Lizol	Std	03	Nos		
4	Exo	Std	01	Nos		
5	Coconut Brooms	Std	10	Nos		
6	Acid Bottles	Std	03	Nos		
7	colin	Std	05	Nos		
8						
9						
10						

82137

APPROVED
28 OCT 2021
MANISH PARIKH
MANAGER PROCUREMENT

Remarks: -For site office use purpose and Possession villas cleaning purpose.

Prepared By	Sadhana	Approved by	
Sign.& Date	26-10-2021	Sign. & Date	

Certified by:
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						
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		
Nilgiri Estates	DC No.	17569
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	DC Date.	23-11-2021
	PO No	82137
	PO Date.	27-10-2021
	Req ID	70684
	Req Date	26-10-2021
GSTIN : 36AAHFN0766F1ZA	Loc Req No	175410

	Description of Goods	HSN/SAC	Qty
1	4009 - Consumables - Coconut Broom - other - nos	9603	10
2			
3			
4			
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INWARD
Inward No: 92794 Dt: 23/11/21
MRN No: 99578 Dt: 24/11/21
Received By: Ashish Sign:
Nilgiri Estates

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No: 77294
Date: 28/01
Sign:
R.R. DIST.