PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	31/1/22	Prepared by	Mounika	Serial no.	- 0019[illegible]
Supplier name	SShhp			HO inward no.	
Firm/Company	NE	Project	NE	HO received date	
PO/WO date	25/1/22	PO/WO No:	84873	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21754	28/1/22	2,061.11/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,061/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 102924 — 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:	2,061/-
Amount E – PO / WO value:	2,967.95/-
Amount F – Difference (A – E):	906.95/-
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	7/2/22
Remarks: part Bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Mounika				
Sign:	Mounika				
Date	31/1/22				
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

ORIGINAL 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.	21754
Nilgiri Estates	Invoice Date.	28-01-2022
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	84873
	PO Date.	25-01-2022
	Req ID	73126
GSTIN : 36AAHFN0766F1ZA PAN AAHFN0766F	Req Date	20-01-2022
	Loc Req No	175473

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	1	231.00	231.00	12	27.72
2	7560 - Stationery - other - Pen - NA - nos Blue	9608	15	3.50	52.50	18	9.44
3	4040 - Consumables - Mopping Cloth - NA - nos	6307	20	15.75	315.00	0	0.00
4	4001 - Consumables - Air Freshner - NA - nos room freshner	3307	5	45.00	225.00	18	40.50
5	4001 - Consumables - Air Freshner - NA - nos odonil	3307	5	45.00	225.00	18	40.50
6	4022 - Consumables - Dettol - NA - nos wand wash	3401	4	86.00	344.00	18	61.92
7	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	4	76.00	304.00	18	54.72
8	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	2	55.00	110.00	18	19.80
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	1,806.50	254.60
	127.30	127.30	Total Invoice Amount	2,061.11	

Rupees : Two Thousand Sixty One and Paise Eleven Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 90215 Date: 28/01 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 25-01-2022 4:02:19 PM Ori

84873
08.01.22 12:01:48

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**	84873	175473
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	25-01-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	20-01-2022	
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	3.00	231.00	0.00	12.00	776.16
2	7560 - Stationery - other - Pen - NA - nos *Blue*	15.00	3.50	0.00	18.00	61.95
3	4066 - Consumables - Water bottle - NA - nos	6.00	55.00	0.00	18.00	389.40
4	4040 - Consumables - Mopping Cloth - NA - nos	20.00	15.75	0.00	0.00	315.00
5	4001 - Consumables - Air Freshner - NA - nos *room freshner*	5.00	45.00	0.00	18.00	265.50
6	4001 - Consumables - Air Freshner - NA - nos *odonil*	5.00	45.00	0.00	18.00	265.50
7	4022 - Consumables - Dettol - NA - nos *wand wash*	4.00	86.00	0.00	18.00	405.92
8	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	4.00	76.00	0.00	18.00	358.72
9	4035 - Consumables - Harpic - Cleaner - 500ml - nos	2.00	55.00	0.00	18.00	129.80
					Total Order Value . . .	**2,967.95**

Rupees : Two Thousand Nine Hundred Sixty Seven and Paise Ninty Five 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.

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amt
1.	21754	22/1/22	2,061.11/-
2.			
4.			
5.			

For *Nilgiri Estates*
Authorised Signatory
25/01/2022
Name :
Contact - -

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

Name :

Date : __/__/____

Purchase Order

 25-01-2022 4:02:19 PM Original / Office Copy / Purchase Div.Copy

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 use purpose.
Completion Date	NA
Measurment	NA
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 : 25/01/2022

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	20-01-2022
Site & Phase :	NILGIRI ESTATE	Time:	15:00
Supplier		Req. No.	175473
Material required before date:		ID No.	73126

No	Description	Size	Quantity	Units	Inward No	Date
1	A4 Size papers	STD	3	Bundles		
2	Blue Pens	STD	15	Nos		
3	Water Bottles	STD	06	Nos		
4	White Clothes	STD	20	Nos		
5	Room Freshner	STD	05	Nos		
6	Odonil	STD	05	Nos		
7	Hand wash	STD	04	Nos		
8	Harphic	STD	04	Nos		
9	Dust bin	STD	02	Nos		
10						

84873

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APPROVED 25 JAN 2022 MINISH PARIKH MANAGER PROCUREMENT

Remarks: - For Site office use purpose

Prepared By	Sadhana	Approved by	
Sign.& Date	20.01.22	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.

Con... - credit ... site ...

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.	18646
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	DC Date.	28-01-2022
	PO No.	84873
	PO Date.	25-01-2022
	Req ID	73126
	Req Date	20-01-2022
GSTIN : 36AAHFN0766F1ZA	Loc Req No	175473

	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	1
2	7560 - Stationery - other - Pen - NA - nos	9608	15
3	4040 - Consumables - Mopping Cloth - NA - nos	6307	20
4	4001 - Consumables - Air Freshner - NA - nos	3307	5
5	4001 - Consumables - Air Freshner - NA - nos	3307	5
6	4022 - Consumables - Dettol - NA - nos	3401	4
7	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	4
8	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	2
9			
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22			
23			
24	INWARD		
25	Inward No: 22854 Dt: 29/01/22		
26	No: 102924 Dt: 29/01/22		
27	Received By: Sign:		
28	Ashish		
29	Nilgiri Est		
30			

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST. IN WARD No: 2234 Date: 31/01 Sign:

for Summit Sales LLP

Authorised signatory