

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 31/1/22		Prepared by: Mounika		Serial no. - 001930	
Supplier name: SSKhp				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 B:11					
Approved by	Purchase Officer	Purchase Manager	MD	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

Summit Sales LLP

ORIGINAL INVOICE

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

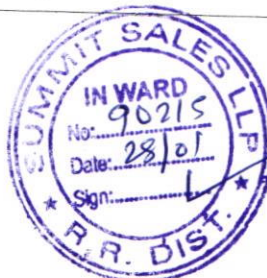
PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 :

Customer Details				Invoice No.	21754		
Nilgiri Estates Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad GSTIN : 36AAHFN0766F1ZA							

Rupees : Two Thousand Sixty One and Paise Eleven Only.

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorized signatory

Purchase Order

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84873

08.01.22 12:01:48

From Company : **Nilgiri Estates**

5-4-187/3 & 4, II nd 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

Doc No

84873

175473

Doc Date

25-01-2022

Quote No

Nil

Quote Date

20-01-2022

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 - Liso! 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**Penalty For Delay** Nil**Transportation** Transport cost shall be borne by us.For **Nilgiri Estates**

Authorised Signatory

Name : _____

Contact : _____

Name : _____

Date : __/__/__

PART DELIVERY DETAILS

S.no.	Bill No.	Bill Dt.	Amount
1.	21754	22/1/22	2,061.11/-
2.			
3.			
4.			
5.			

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Purchase Order

Page(s) 2 Of 2

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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

Measurement

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 HQ office or purchase site office. Proof of delivery /DC can be sent by email.

For **Nilgiri Estates**

Authorised Signatory

Name :

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	

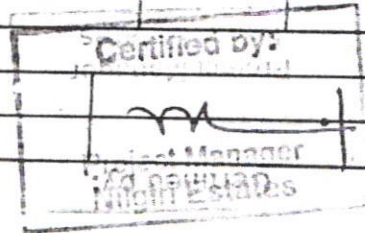
No	Description	Size	Quantity	Units	Inward No	Date
1	A4 Size papers	STD	3	Bundles		
2	Blue Pens	STD	15	Nos		
3	Water Bottles	STD	06	Nos		
4	White Clothes	STD	20	Nos		
5	Room Freshner	STD	05	Nos		
6	Odonil	STD	05	Nos		
7	Hand wash	STD	04	Nos		
8	Harphic	STD	04	Nos		
9	Dust bin	STD	02	Nos		
10						

Remarks: - For Site office use purpose

Prepared By: Sadhana
Sign. & Date: 20.01.22

Approved by: _____
Sign. & Date: _____

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: _____
Sign. & Date: _____

Approved by: _____
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

1 of 1 : 28-01-2022

Customer Details		DC No.	18646
Nilgiri Estates		DC Date.	28-01-2022
Sy No 143/133/134/135/136, Rampally, keesara, Hyderabad		PO No.	84873
GSTIN: 36AAHFN0766F1ZA		PO Date.	25-01-2022
		Req ID	73126
		Req Date	20-01-2022
		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 - Liso Cleaning Liquid - NA - ltrs	3808	4
8	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	2
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INWARD
 Inward No: 22854 Dt: 29/01/22
 In No: 102924 Dt: 29/01/22
 Received By: Ashish Sign: [Signature]
 Nilgiri Estates

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory