PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	7/2/22	Prepared by	Monu	Serial no.	2442
~~Supplier name~~	SSLLP			~~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.	21900	7/2/22	906.84/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	9071/-
Proof of delivery by way of ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 103323	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:	9071–
Amount E – PO / WO value:	~~9071~~ – 2968/–
Amount F – Difference (A – E):	– 2,061/–
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	14/2/22
Remarks: Final Bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monu	APPROVED			
Sign:	Monu	07 FEB 2022			
Date	7/2/22	MINISH PARIKH MANAGER PROCUREMENT			
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 ORIGINAL INVOICE

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy **PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7**

Customer Details	Invoice No. 21900
Nilgiri Estates	Invoice Date. 04-02-2022
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	2	231.00	462.00	12	55.44
2	4066 - Consumables - Water bottle - NA - nos		6	55.00	330.00	18	59.40
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	792.00	114.84
	57.42	57.42	Total Invoice Amount	906.84	

Rupees : Nine Hundred Six and Paise Eighty Four Only.

SUMMIT SALES LLP
INWARD
No: 90536
Date: 4/2
Sign:
R.R. DIST.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

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

84873
08.01.22 12:01:48

m 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.	Amount
1.	21754	22/1/22	2,061.11/-
2.			
3.			
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

25/01/2022

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						

84873

Remarks: - For Site office use purpose

APPROVED
25 JAN 2022
MINISH PARIKH
MANAGER PROCUREMENT

Certified by:
Project Manager
Nilgiri Estates

Prepared By	Sadhana	Approved by	
Sign.& Date	20.01.22	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		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.	18749
Nilgiri Estates	DC Date.	04-02-2022
Sy No 143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	84873
	PO Date.	25-01-2022
	Req ID	73126
GSTIN : 36AAHFN0766F1ZA	Req Date	20-01-2022
	Loc Req No	175473

	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	2
2	4066 - Consumables - Water bottle - NA - nos		6
3			
4			
5			
6			
7			
8			
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11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26	No: 22857	Dt: 04/02/22	
27	No: 103323	Dt: 07/02/22	
28	Received By:	Sign:	
29	Ashish		
30	Nilgiri Est...		

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 77570
Date: 7/2
Sign: