PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	7/2/22	Prepared by	Manisu	Serial no.	2441
~~Supplier name~~	SSLLP			~~HO inward no.~~	
Firm/Company	NE	Project	NE	HO received date	
PO/WO date	31/1/22	PO/WO No.	85014	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21899	4/2/22	1516.71/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1517/-
Proof of delivery by way of ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	103324	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:	1517/-
Amount E – PO / WO value:	1517/-
Amount F – Difference (A – E):	—
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:	

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Manisu	APPROVED			
Sign:	Manisu	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

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

Customer Details		Invoice No.	21899
Nilgiri Estates		Invoice Date.	04-02-2022
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad		PO No.	85014
		PO Date.	31-01-2022
		Req ID	73362
GSTIN : 36AAHFN0766F1ZA	PAN AAHFN0766F	Req Date	29-01-2022
		Loc Req No	175477

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4000 - Consumables - Acid - NA - ltrs	2806	5	21.00	105.00	18	18.90
2	4026 - Consumables - Dust bin - NA - nos		2	55.00	110.00	18	19.80
3	4098 - Consumables - Dust pan - NA - nos		2	35.00	70.00	18	12.60
4	4003 - Consumables - Bombay Broom - Big - nos	9603	5	68.00	340.00	0	0.00
5	4009 - Consumables - Coconut Broom - other - nos	9603	15	15.75	236.25	0	0.00
6	4041 - Consumables - Mopping stick - NA - nos	9603	4	128.00	512.00	18	92.16
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	1,373.25	143.46
	71.73	71.73	Total Invoice Amount	1,516.71	

Rupees : One Thousand Five Hundred Sixteen and Paise Seventy One Only.

SUMMIT SALES LLP
INWARD
No: 90535
Date: 4/2
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

2 31-01-2022 14:55:09 Origi

85014
31.01.22 4:50:16

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**	85014	175477
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	31-01-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	31-01-2022	
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	4000 - Consumables - Acid - NA - ltrs	5.00	21.00	0.00	18.00	123.90
2	4026 - Consumables - Dust bin - NA - nos	2.00	55.00	0.00	18.00	129.80
3	4098 - Consumables - Dust pan - NA - nos	2.00	35.00	0.00	18.00	82.60
4	4003 - Consumables - Bombay Broom - Big - nos	5.00	68.00	0.00	0.00	340.00
5	4009 - Consumables - Coconut Broom - other - nos	15.00	15.75	0.00	0.00	236.25
6	4041 - Consumables - Mopping stick - NA - nos	4.00	128.00	0.00	18.00	604.16
					Total Order Value . . .	**1,516.71**

Rupees : One Thousand Five Hundred Sixteen and Paise Seventy One 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 use purpose.
Completion Date	Nil
Measurment	Nil

For ***Nilgiri Estates***

Authorised Signatory

Name : ____________________

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Purchase Order

 31-01-2022 14:55:09 Original / Office Copy / Purchase Div.Copy

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 : ______________________

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	29-01-2022
Site & Phase :	NILGIRI ESTATE	Time:	11:40
Supplier		Req. No.	175477
Material required before date:		ID No.	73362

No	Description	Size	Quantity	Units	Inward No	Date
1	Acid Bottles	STD	05	Nos		
2	Dust Bin	STD	02	Nos		
3	Dust pan	STD	02	Nos		
4	Bombay Brooms	BIG	05	Nos		
5	Cocount Brooms	STD	15	Nos		
6	Mopping Sticks 85014	STD	04	Nos		
7						
8						
9						
10						

Remarks:- For site use purpose

Prepared By	Sadhana	Approved by	Akheel
Sign.& Date	29-01-2022	Sign. & Date	29-01-2022

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

Certified 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		
Nilgiri Estates	DC No.	18748
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	DC Date.	04-02-2022
	PO No.	85014
	PO Date.	31-01-2022
	Req ID	73362
	Req Date	29-01-2022
GSTIN : 36AAHFN0766F1ZA	Loc Req No	175477

	Description of Goods	HSN/SAC	Qty
1	4000 - Consumables - Acid - NA - ltrs	2806	5
2	4026 - Consumables - Dust bin - NA - nos		2
3	4098 - Consumables - Dust pan - NA - nos		2
4	4003 - Consumables - Bombay Broom - Big - nos	9603	5
5	4009 - Consumables - Coconut Broom - other - nos	9603	15
6	4041 - Consumables - Mopping stick - NA - nos	9603	4
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INWARD
No: 22856 Dt: 04/02/22
No: 103324 Dt: 07/02/22
Received By: Ashish
Nilgiri Estates

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 77571
Date: 7/2
Sign: