PURCHASE DIVISION
Advice for approval for credit to supplier

(B)

Date:	28/2/22	Prepared by	Monu	Serial no.	2501
Supplier name	SSLLP			HO inward no.	
Firm/Company	NE	Project	NE	HO received date	
PO/WO date	18/2/22	PO/WO No.	85698	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22333	26/2/22	330.40/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	330/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.:	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:	330/-
Amount E – PO / WO value:	330/-
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	7/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monu				
Sign:	Monu				
Date	28/2/22				
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		
Nilgiri Estates	Invoice No.	22333
Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad	Invoice Date.	26-02-2022
	PO No.	85698
	PO Date.	18-02-2022
	Req ID	73961
GSTIN : 36AAHFN0766F1ZA PAN AAHFN0766F	Req Date	18-02-2022
	Loc Req No	175485

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9537 - Tools - Hacksaw blade - double - nos	8202	12	10.00	120.00	18	21.60
2	2302 - Carpentry - hardware - SS Screws - 35 x 8 mm 32X8mm		1	160.00	160.00	18	28.80
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	280.00		50.40
	25.20	25.20	Total Invoice Amount		330.40	

Rupees : Three Hundred Thirty and Paise Fourty Only.

for Summit Sales LLP

SUMMIT SALES LLP R.R. DIST. IN WARD No: 91660 Date: 26/2 Sign:

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 19-02-2022 12:50:24

85698
14.02.22 2:32:34

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**	85698	175485
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	18-02-2022	
	Quote No	NIL	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	18-02-2022	
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	9537 - Tools - Hacksaw blade - double - nos	12.00	10.00	0.00	18.00	141.60
2	2302 - Carpentry - hardware - SS Screws - 35 x 8 mm - nos *32X8mm*	1.00	160.00	0.00	18.00	188.80
	Total Order Value . . .					**330.40**

Rupees : Three Hundred Thirty and Paise Fourty Only.

Terms and Conditions :-

Specification /	All items shall be of "Prince' / 'Sudhakar' brand.
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
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 invoice 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:	18-02-22
Site & Phase :	NILGIRI ESTATE	Time:	12:43
Supplier		Req. No.	175485
Material required before date:		ID No.	73961

No	Description	Size	Quantity	Units	Inward No	Date
1	Hacksaw Blade (double)	STD	12	Nos		
2	SS Headwood Screws 32x8.	STD	01	Packet		
3						
4						
5	85698.					
6						
7						
8						
9						
10						

Remarks: -For site use purpose

Prepared By	Sadhana	Approved by	Akheel
Sign.& Date	18-02-22	Sign. & Date	18-02-22

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

APPROVED
18 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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						
5						
6						
7						
8						
9						
10						

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** 26-02-2022

Customer Details	DC No.	19119
Nilgiri Estates	DC Date	26-02-2022
Sy No 143/133/134/135/136, Rampally,keesara,Hyderabad	PO No.	85698
	PO Date.	18-02-2022
	Req ID	73961
GSTIN : 36AAHFN0766F1ZA	Req Date	18-02-2022
	Loc Req No	175485

	Description of Goods	HSN/SAC	Qty
1	9537 - Tools - Hacksaw blade - double - nos	8202	12
2	2302 - Carpentry - hardware - SS Screws - 35 x 8 mm - nos		1
3			
4			
5			
6			
7			
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INWARD
In ward No: 22866 Dt: 26/02/22
MRN No: 104333 Dt:
Received By: Bhm Sign:
Nilgiri Estates

SUMMIT SALES LLP
INWARD
No: 8173
Date: 1/3/2
Sign:
R.R. DIST.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory