

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	7/3/22	Prepared by	Manish	Serial no.	
Supplier name	SSMUP	HO inward no.	0-2783		
Firm/Company	NE	Project	NE	HO received date	
PO/WO date	9/11/22	PO/WO No.	82491	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	22449	7/3/22	3213/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				3213/-	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	104554	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:				3213/-	
Amount E – PO / WO value:				3213/-	
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		14/3/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Manish	Manish			
Sign:	Manish	Manish			
Date	7/3/22				
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.

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 : 07-03-2022

Customer Details				Invoice No.		22449			
Nilgiri Estates Sy No.143/133/134/135/136, Rampally,keesara,Hyderabad GSTIN : 36AAHFN0766F1ZA				Invoice Date.		07-03-2022			
				PO No.		82491			
				PO Date.		09-11-2021			
				Req ID		70927			
				Req Date		05-11-2021			
				Loc Req No		175422			
	Description of Goods			HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8184 - Steel - other - MS Gate - NA - Sft 3'8" x 4'0 - 01no				14.68	178.50	2,620.38	18	471.68
2	6188 - Miscellaneous - Hamali charges - NA - Per				14.68	7.00	102.76	18	18.50
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
IGST		CGST		SGST		Total Taxable Amount		2,723.14	490.18
		245.09		245.09		Total Invoice Amount		3,213.31	
Rupees : Three Thousand Two Hundred Thirteen and Paise Thirty One Only.									

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



NE

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	82491			PO date:	9/11/21
Req. no.:	175422			Req. date:	5/11/21
Material received	☐ Part ☒ Full			MRN nos.:	
If material partially delivered then can balance material be ordered by new requisition/PO	☐ No further material required and PO can be closed. ☒ No material cannot be ordered by new PO. ☐ PO can be closed and balance material can be ordered by new requisition.			Can PO be closed?	☒ Yes ☐ No
Remarks by engineer: Total Material received. No further material ordered, DC not Received for this PO.					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
Sadhana	Sadhana	4/3/2022	Abhech. T.	AL	4/3/2022
Data required from accounts:					
Are any bills received wrt to this PO.			☐ Yes for full PO ☐ Yes for part of PO ☒ No.		
Scan ID nos. of advice for credit to supplier					
Remarks by Accountants: Bill not received					
Notes: 1. Accountants to attach hard copy of purchase voucher.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
hary	hary	5/3/22			
Action taken by purchase:					
Status of PO	☐ PO closed and email sent to supplier. ☐ PO open material awaited.				
Status of proof of delivery:	☐ Proof of delivery received. ☐ Proof of delivery not available with site or purchase.				
Original barcoded PO available	☐ Yes ☐ No – certified copy received from accounts.				
Original bill available	☐ Yes ☐ No – certified copy obtained from supplier.				
Supplier's ledger available	☐ Yes ☐ No				
Advice for credit to supplier	☐ Prepared for entire PO ☐ Part of PO and PO closed. ☐ Prepared for part of PO and balance material awaited.				
Remarks by purchase:					
Prepared by	Sign	Date	Purchase manager	Sign	Date
				nnn	
Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.					

Get proof of delivery!

Make bill

Make advice for credit!



Purchase Order

Page(s) 1 Of 1

09-11-2021 14:55:59

Original / Office Copy / Purchase Div.Copy

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	82491	175422
Doc Date	09-11-2021	
Quote No	Nil	
Quote Date	18-07-2019	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 8184 - Steel - other - MS Gate - NA - Sft 3'8" x 4'0 - 03nos	14.68	178.50	0.00	18.00	3,092.05
2 6188 - Miscellaneous - Hamali charges - NA - Per Sft	14.68	7.00	0.00	18.00	121.26
Total Order Value . . .					3,213.31

Rupees : Three Thousand Two Hundred Thirteen and Paise Thirty One Only.

Terms and Conditions :-

Specification / Brand	All MS Sq.pipe should be 1 1/4"x 2.7mm & 10 mm thickness sq.rod, 1/2" x 6mm flat. Fabrication, grinding & powder coating should be of good quality. Above rates approved by M.D. on dt. 24/04/2018 and accepted by contractor.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 4 days.
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
Penalty For Delay	Bills must be submitted to H.O. within 30 days of completion of work.10% pty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	1 year on workmanship
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 145.
Completion Date	Work to be completed in 4days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	

For **Nilgiri Estates**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Contact - -

Purchase Order

Page(s) 1 Of 1

09-11-2021 14:55:59



82491

09.11.21 4:15:36

From Company : **Nilgiri Estates**
5-4-187/3 & 4, IIInd 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	82491	175422
Doc Date	09-11-2021	
Quote No	Nil	
Quote Date	18-07-2019	
SupplyType	Supply	

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Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Within 4 days.

Delivery Location Nilgiri Estate
Sy.No.143/133/134/135/136, Rampally Village.
Phone. 9030931172

Penalty For Delay Bills must be submitted to H.O. within 30 days of completion of work. 10% pty on value of order will be deducted for delay in submission of bills.

Transportation Cost Included in the above price.

Warranty 1 year on workmanship

Advance Paid Nil

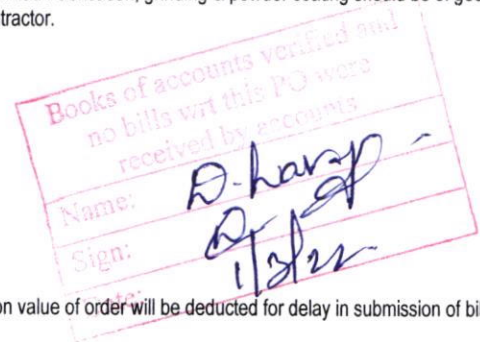
Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for V.no. 145.

Completion Date Work to be completed in 4 days. Penalty of 5% of order value per week shall be levied for delay.

Measurment Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.

Security Supplier shall be responsible for security and storage of material at site at its risk and cost.

Remarks

For **Nilgiri Estates**

Authorised Signatory

Name : _____

Name : _____

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Date : __/__/__

Requisition Form

Company Name:	NILGIRI ESTATES	Date:	05.11.2021
Site & Phase :	NILGIRI ESTATES	Time:	14:53
Supplier		Req. No.	175422
Material required before date:	Urgent	ID No.	70927

No	Description	Size	Quantity	Units	Inward No	Date
1	MS Gate	3'8"(L)X4'(H)	01	Nos		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: For villa no : 145 purpose

Prepared By	Sadhana	Approved by	
Sign. & Date	05.11.2021	Sign. & Date	

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

Certified by:

Project Manager
Nilgiri Estates

Requisition Form

Company Name:	Nilgiri Estate	Date:	
Site & Phase :	Nilgiri Estate	Time:	
Supplier		Req. No.	
Material required before date:		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	

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 - 07-03-2022

Customer Details

Nigam Estates

Sy No 143/133/134/135/136, Rampally, keesara, Hyderabad

GSTIN: 36AAHFN0766F1ZA

DC No.	19212
DC Date.	07-03-2022
PO No.	82491
PO Date.	09-11-2021
Req ID	70927
Req Date	05-11-2021
Loc Req No	175422

Description of Goods

HSN/SAC

Qty

1	8184 - Steel - other - MS Gate - NA - Sft		14.68
2	8188 - Miscellaneous - Hamali charges - NA - Per Sft		14.68
3			
4			
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INWARD	
In ward No: 99869	Dt: 07/03/22
MFN No: 104554	18: 07/03/22
Received By: Aditya	Est: Aditya
Nigam Est	



for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction