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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	7/04/22	Prepared by	Vanajakshi	Serial no.	2953
Supplier name	Anisha Associates			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	1/04/22	PO/WO No.	86986	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	002	5/04/22	40,474/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 34,300/- 39,530

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ ~~Solid block report~~ □ Installation report

MRN nos.:	105791	Proof of delivery matches MRN	☑ Yes □ No

Amount B – Other Credits : Transportation charges 800+18%	944/-
Amount C – Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	40,474/-
Amount E – PO / WO value:	39,530/-
Amount F – Difference (A – E):	944/-

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	11/04/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi	Prabhakar			
Sign:	[signature]	[signature]			
Date	7/04/22	07 APR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
P. PRABHAKAR
Sr. MANAGER PURCHASE

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

ANISHA ASSOCIATES

Pidilite Building Bonds

AUTHORISED DISTRIBUTORS :
DR FIXIT, ROFF, MYK, FOSROC, POLYGLAZE CONSTRUCTION CHEMICALS
No. 3-6-98, Vasavi Towers, West Marredpally Main Road, Secunderabad - 500 026.
Tel : 040-48509804, Mob : 9246589804 E-mail : anishaassociates68@gmail.com

GSTIN : 36ABTPV3594Q1Z8

Buyer / To: M/S Summit Sales LLP
Cherlapally Kinston (P&L) (olly)
GSTNO: 36 ACQFS 2044 C1Z7

No. 002 Date : 05/04/2022
Your order No. 86986 Date 01/04/2022
Our D.C. No. 324 Date : 05/04/2022
Documents Sent through

S.No.	DESCRIPTION	Packing	Qty.	Unit Price	AMOUNT Rs.	Ps.
1)	Roff S.T.A (vitrofix)	20kg	50	670	33,500	00
	Transportation				800	00
			Total Taxable		34,300	00
			CGST @	9%	3087	00
			SGTS @	9%	3087	00
			IGST @		/	
			TOTAL		40,474	00

INWARD
Inward No: 17983 Dt: 5/4/22
MRN No: 105791 Dt:
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
INWARD No: 93031 Date: 6/4 Sign:

Anisha Associates:
Bank of Baroda,
Ac.No : 12620200000171
IFSC : BARB0MARRED.
(Fifth character is Zero)

Rupees fourty Thousand four Hundred and seventy four Only

Goods once sold will not be taken back or exchanged
Subject to Hyderabad Jurisdiction.

For Anisha Associates

P. Seelakshmi

Purchase Order

 01-04-2022 15:55:35

86986
16.03.22 2:13:39

From Company : **Summit Sales LLP**,
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Anisha Associates	**Doc No**	86986	169632
No.3-6-98, Vasavi Towers, Boosareddyguda, West Marredpally, Main Road, Secunderabad.	**Doc Date**	01-04-2022	
	Quote No	Nil	
GSTIN 36ABTPV3594Q1Z8 NA	**Quote Date**	01-04-2022	
66209804 9246589804	**SupplyType**	Supply	

Kind Attn : Mr. Kishan Raj

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3165 - Chemicals - ROff Stone Tile Adhesive - 25 - Kgs *20kg*	50.00	670.00	0.00	18.00	39,530.00
					Total Order Value . . .	**39,530.00**

Rupees : Thirty Nine Thousand Five Hundred Thirty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	On complete delivery of all maerials only.
Tax	Inclusive of all GST taxes
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Stock replenshing 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 invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For ***Summit Sales LLP***

Authorised Signatory

Name : 01/04/2022

Accepted the above Terms And Conditions

For ***Anisha Associates***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	30.03.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169632
Material required before date:		ID No.	75218

No	Description	Size	Quantity	Units	Inward No	Date
1	Tile adhesive-Roff brand 86986	20kgs	50	Bag		

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY
Sign.& Date	30.03..2022	Sign. & Date	01 APR 2022 SOHAM MODI MANAGING DIRECTOR

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