PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 22/04/22 | Prepared by | Vanajakshi | Serial no. | 3272 |
| Supplier name | Anisha Associates | | | HO inward no. | |
| Firm/Company | SSLLP | Project | SHLLP | HO received date | |
| PO/WO date | 11/04/22 | PO/WO No. | 87247 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 011 | 19/04/22 | ~~23,718~~ 24,544 | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 23,718/- |

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

| | | | |
|---|---|---|---|
| MRN nos.: | 106273 | Proof of delivery matches MRN | ☑ Yes ☐ No |

| | | |
|---|---|---|
| Amount B – Other Credits : Transportation charges | 700+18% | 826/- |
| Amount C – Other Debits : | | - |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | | 24,544/- |
| Amount E – PO / WO value: | | 23,718/- |
| Amount F – Difference (A – E). | | 826/- |

| | |
|---|---|
| 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 | 25/04/22 |
| Remarks: | final Bill (Transportation charges Extra) |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Vanajakshi | APPROVED | | | |
| Sign: | [signature] | | | | |
| Date | 22/04/22 | 23 APR 2022 | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

MINISH PARIKH MANAGER PROCUREMENT

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.
GST: 36ACQFS 2044 C1Z7

No. 011 Date : 19/04/2022
Your order No. 87247 Date 11/04/2022
Our D.C. No. 329 Date : 19/04/22
Documents Sent through

| S.No. | DESCRIPTION | Packing | Qty. | Unit Price | AMOUNT Rs. | Ps. |
|---|---|---|---|---|---|---|
| 1 | Roff Stone Tile Adhesive vitrofix.<br>HSN. 38245090 | 20kg | 30 | 670.00 | 20100 | 00 |
| | Transport | | | | 700 | 00 |
| | | | | Total Taxable | 20800 | 00 |
| | | | | CGST @ 9% | 1872 | 00 |
| | | | | SGTS @ 9% | 1872 | 00 |
| | | | | IGST @ | | |
| | | | | TOTAL | 24544 | 00 |

INWARD
Inward No: 18034 Dt: 19/4/22
MRN No: 106273 Dt: 19/4/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST. INWARD No: 93578 Date: 21/4 Sign:

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

Rupees Twenty four thousand five hundred & forty four only.

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

For Anisha Associates

# Purchase Order

    11-04-2022 12:32:23

87247
04.04.22 1:33:43

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** | 87247 | 169665 |
| No.3-6-98, Vasavi Towers, Boosareddyguda, West Marredpally, Main Road, Secunderabad. | | **Doc Date** | 11-04-2022 | |
| | | **Quote No** | Nil | |
| **GSTIN** 36ABTPV3594Q1Z8 | NA | **Quote Date** | 11-04-2022 | |
| 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<br>*20kg* | 30.00 | 670.00 | 0.00 | 18.00 | 23,718.00 |
| | | | **Total Order Value . . .** | | | **23,718.00** |

Rupees : Twenty Three Thousand Seven Hundred Eighteen 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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

12/04/2022

Name :

Accepted the above Terms And Conditions

For *Anisha Associates*

Name :

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SUMMIT SALES LLP | Date: | 06.04.2022 |
| Site & Phase : | SHLLP | Time: | 10:57 |
| Supplier | | Req.No. | 169665 |
| Material required before date: | | ID No. | 75421 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Tiles adhesive-roff brand 87247 | 20kg | 30 | Nos | | |

Remarks: For Stock repleneshing purpose.

| | | | |
|---|---|---|---|
| Prepared By | Vanajakshi | Approved by | |
| Sign.& Date | 06.04..2022 | Sign. & Date | |

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

APPROVED BY
09 APR 2022
SOHAM MODI
MANAGING DIRECTOR