

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

Date:	22/04/22	Prepared by	Vanajakshi	Serial no.	3304
Supplier name	Anisha Associates			HO inward no.	
Firm/Company	SSLP	Project	SHLP	HO received date	
PO/WO date	15/04/22	PO/WO No.	87427	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	012	19/04/22	49059/-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.			50,180/-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				490,591/-	
Proof of delivery by way of: <input checked="" type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.:	106272	Proof of delivery matches MRN	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Amount B - Other Credits : Transportation charges				1121	
Amount C - Other Debits :				-	
Amount D (D=A+B-C) - Amount to be credited to the supplier:				50180/-	
Amount E - PO / WO value:				49,0591/-	
Amount F - Difference (A - E).				1121/-	
Quantity received as per PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> Other			
Payment due date		25/04/22			
Remarks: final Bill (transportation charges extra)					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Vanajakshi	APPROVED			
Sign:	[Signature]	23 APR 2022			
Date	22/04/22	MINISH PARIKH			
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 weightment 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



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**

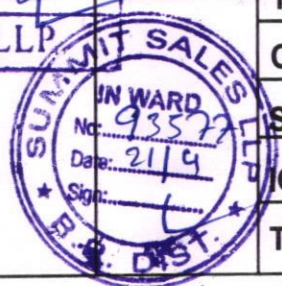
Buyer/To <u>M/s Summit Sales LLP</u> <u>Cherlapally.</u> <u>Gst: 36ACQFS 2044</u> <u>C1Z7</u>	No. <b>012</b>	Date: <u>19/04/22</u>
	Your order No. <u>87427</u>	Date: <u>15/04/22</u>
	Our D.C. No. <u>330</u>	Date: <u>19/04/22</u>
Documents Sent through _____		

S.No.	DESCRIPTION	Packing	Qty.	Unit Price	AMOUNT	
					Rs.	Ps.
1	Roof Stone Tile adhesive Uchopix. HSN 3824	20kg	60	670/-	40200	00
2	Crack fill (shrink free)	750ml	05	275/-	1375	00
					950	00
					1	
<b>Total Taxable</b>					42525	00
<b>CGST @ 9%</b>					3827	25
<b>SGTS @ 9%</b>					3827	25
<b>IGST @</b>					1	
<b>TOTAL</b>					50179	50

*Transmit*

INWARD	
Inward No: <u>18033</u>	Dt: <u>19/04/22</u>
MRN No: <u>106272</u>	Dt: <u>19/04/22</u>
Received By: _____	Sign: <u>[Signature]</u>

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



Rupees Fifty thousand one hundred & seventy nine paise

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

[Signature]  
For Anisha Associates

# Purchase Order

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15-04-2022 16:48:16



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  
No.3-6-98, Vasavi Towers, Boosareddyguda, West Marredpally, Main Road, Secunderabad.

**GSTIN** 36ABTPV3594Q1Z8 NA  
66209804 9246589804

<b>Doc No</b>	87427	169694
<b>Doc Date</b>	15-04-2022	
<b>Quote No</b>	Nil	
<b>Quote Date</b>	15-04-2022	
<b>SupplyType</b>	Supply	

## Kind Attn : Mr. Kishan Raj

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3165 - Chemicals - R0ff Stone Tile Adhesive - 25 - Kgs	60.00	670.00	0.00	18.00	47,436.00
2 3107 - Chemicals - Crack Fill - NA - kgs	5.00	275.00	0.00	18.00	1,622.50
<b>Total Order Value . . .</b>					<b>49,058.50</b>

Rupees : Fourty Nine Thousand Fifty Eight and Paise Fifty 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

**Penalty 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 replenishing 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

Accepted the above Terms And Conditions


For **Anisha Associates**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

Requisition Form

Company Name:		SUMMIT SALES LLP		Date:		13.04.2022	
Site & Phase :		SSLLP-SOV SHLLP		Time:		10:57	
Supplier				Req.No.		169694	
Material required before date:			ID No.			75611	
No	Description	Size	Quantity	Units	Inward No	Date	
1.	Tiles Adhesive-roff brand	20kg	60	Bags			
2.	Crack fill 87427		5	Kgs			
Remarks: For Stock replenishing purpose.							
Prepared By		Vanajakshi		Approved by			
Sign.& Date		13.04.2022		Sign. & Date			



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