

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 21/05/20		Prepared by: Prabhakar	
PO/WO no. 66612		PO / WO Date. 12.03.20	
Supplier Name Anisha Associates		PO/WO amount 19,835.80	
Firm/Company Summit & Co LLP		Project SMTLLP	
Sl. No.	Bill No.	Bill Date	Bill amount
1	004	18.05.20	19,836.00
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			19,836.00
Sl. No.	DC No.	DC. Date	MRN No.
1.	237	02/05/20	78763
2.			
3.			
4.			
Amount B – Other Credits : Transportation charges			
Amount C – Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			19,836.00
Amount E – PO / WO value:			19,835.80
Amount F – Difference (A – E):			
Quantity received as per PO / WO		☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)	
Is difference between PO / Bill acceptable?		☐ Yes ☐ No (explained below)	
Excess / short material received		☒ Approved – within acceptable limits ☐ No (explained below)	
Close PO / WO		☒ Yes ☐ No – wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. 1/- ☒ No	
Payment – due date		25/05/20	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date	21/5/20		

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

**TAX INVOICE****ANISHA ASSOCIATES****AUTHORISED DISTRIBUTORS :****DR FIXIT, ROFF, MYK, ZYDEX & CERA CHEM CONSTRUCTION CHEMICALS**No. 3-6-98, Vasavi Towers, Below Café Coffee Day,
West Marredpally Main Road, Secunderabad -500026.☎: 040-48509804, Mob : 9246589804 E-mail : anishaassociates68@gmail.com**GSTIN : 36ABTPV3594Q1Z8**Buyer/
To M/s Summit Sales LLP
MG Road, Secunderabad.

GST No: 36ACQFS2044C1Z7.No. 004 Date : 18-05-2020
Your order No. 66612 Date: 12-03-2020
Our D.C. No. 237 & 244 Date : 16-05-2020
Documents Sent through _____

S.No.	DESCRIPTION	Packing	Qty.	Unit Price	Amount	
					Rs.	Ps.
1)	Roff S.T.A	20Kg	15	598.00	8,970	00
2)	Zycosil	1Ltr	05	1568.00	7,840	00
					Total Taxable	16,810 00
					CGST @ 9%	1,512 90
					SGST @ 9%	1,512 90
					IGST @	
					TOTAL	19,836 00

Rupees: Nineteen Thousand Eight Hundred and Thirty Six Rupees Only/-

Goods once sold will not be taken back or exchanged

Subject to Hyderabad Jurisdiction.

For **Anisha Associates**



DELIVERY CHALLAN



ANISHA ASSOCIATES

Authorised Distributors : DR FIXIT, ROFF, FOSROC,
MYK & CERA CHEM Construction Chemicals

No. 3-6-98, Vasavi Towers, Below Cafe Coffee Day,
West Marredpally Main Road, Secunderabad - 26.

☎: 040- 4850 9804, Mobile : 92465 89804

No.

237

Date :

21/5/2020

To

M/s. Summit Sales

P.O. No.

66612

dt.

12/5/2020

S.No	DESCRIPTION	Packing	Quantity
1)	STA	20kg	10 nos.
2)	2400	1ltr	5 nos.

GSTIN : 36ABTPV3594Q1Z8

15 nos.

53415

For ANISHA ASSOCIATES

S. P.

Customer Signature

Purchase Order

Page(s) 1 Of 1

12-03-2020 5:00:35 PM



66612

12.03.20 2:07:22

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.

Doc No	66612	14458
Doc Date	12-03-2020	
Quote No	Nil	
Quote Date	12-03-2020	
SupplyType	Supply	

GSTIN 36ABTPV3594Q1Z8 NA
66209804 9246589804

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 Code.T03 20kgs	15.00	598.00	0.00	18.00	10,584.60
2 3140 - Chemicals - Zycosil - NA - ltrs 1 ltr	5.00	1,568.00	0.00	18.00	9,251.20
Total Order Value . . .					19,835.80
Rupees : Nineteen Thousand Eight Hundred Thirty Five and Paise Eighty Only.					

Terms and Conditions :-

Specification / Brand	All items shall be of 'Roff' brand.
Payment Terms	On complete delivery of all materials 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, 9502266233, Mahesh.
Penalty For Delay	Nil
Transportation Cost	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 maintain purpose.
Completion Date	Nil
Measurement	Nil
Security	Nil
Remarks	Nil

For **Summit Sales LLP**

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For **Anisha Associates**

Date : _/_/

Requisition Form

Company Name:		SLLP		Date:		10.03.20	
Site & Phase :		SHLLP		Time:		15.24	
Supplier				Req. No.		14458	
Material required before date:				ID No.		56242	

No	Description	Size	Quantity	Units	Inward No	Date
1	HOLDFAST 4"		100	KGS		
2	CHICKEN MESH 666 11		30	NOS		
3	TILE ADHESIVE -ROFF BRAND		15	NOS		
4	ZYCOSIL 666 12		5	NOS		
5						
6						
7						
8						
9						
10						

Remarks: For stock maintainance

Prepared By	MOUNIKA	Approved by	
Sign. & Date	10.03.20	Sign. & Date	

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

11 MAR 2020