PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/05/2020	Prepared by:	T.D. Murthy
PO/WO no.	66694	PO / WO Date.	16/03/2020
Supplier Name	Anisha Associates	PO/WO amount	Rs. 10,325/-
Firm/Company	Vista Homes	Project	Vista Homes
Sl. No.	Bill No.	Bill Date	Bill amount
1.	003	18/05/2020	Rs. 10,325/-
2.			-
3.			-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 10,325/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	233	19/03/2020	78546	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
Amount B –Other Credits :				-
Amount C –Other Debits :				-
Amount D (D=A+B-C) – Amount to be credited to the supplier:				Rs. 10,325/-
Amount E – PO / WO value:				Rs. 10,325/-
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 / W?O	☑ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – Rs.____/- ☑ No
Payment – due date	**23/05/2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]			[signature]	[signature]	
Date	21/5/20	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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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

Pidilite
Building Bonds

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 Vista Homes MG Road, Secunderabad. GST No: 36AAGFV2068P1ZJ.	No. 003 Date : 18-05-2020 Your order No. 66694 Date: 16-03-2020 Our D.C. No. 233 Date : 19-03-2020 Documents Sent through

S.No.	DESCRIPTION	Packing	Qty.	Unit Price	Amount Rs.	Ps.
1)	Roff Epoxy (286grms) Epoxy Filler Ivory (714grms)	1Kg	10	875.00	8,750	00
			Total Taxable		8,750	00
			CGST @	9%	787	50
			SGST @	9%	787	50
			IGST @			
			TOTAL		10,325	00

Rupees: Ten Thousand Three Hundred and Twenty Five Rupees Only/-

MODI PROPERTIES PVT. LTD. ★ SEC'BAD ★
INWARD
No. 65492
Date 19/5/20

Goods once sold will not be taken back or exchanged

Subject to Hyderabad Jurisdiction.

P. Sadashiva

For **Anisha Associates**

DELIVERY CHALLAN

Pidilite
Building Bonds

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. 233　　　　Date : 19/03/2020

To M/s Vista Homes
PO NO: 66694 Edt: 16-03-2020

S.No	DESCRIPTION	Packing	Quantity
1)	Roff Epoxy	286gm	10 nos
	filler. Ivory	1kg	10 nos

INWARD
Inward No: 24513　Dt: 19/03/20
MRN No: 78546　Dt:
Received By:　Sign:
Vista Homes

38027
7/5

53359

GSTIN : 36ABTPV3594Q1Z8

For **ANISHA ASSOCIATES**

Customer Signature

Purchase Order

 18-03-2020 2:34:26 PM

66694
12.03.20 2:07:22

From Company : **Vista Homes**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

Supplier Details			
Anisha Associates	**Doc No**	66694	99506
No.3-6-98, Vasavi Towers, Boosareddyguda, West Marredpally, Main Road, Secunderabad.	**Doc Date**	16-03-2020	
	Quote No	Nil	
GSTIN 36ABTPV3594Q1Z8 NA	**Quote Date**	16-03-2020	
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	3134 - Chemicals - Tile Grout - 1kg - pkts *Eposcy Tile grout*	10.00	875.00	0.00	18.00	10,325.00
				Total Order Value . . .		**10,325.00**

Rupees : Ten Thousand Three Hundred Twenty Five Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'Roff' brand
Payment Terms	After delivery of all materials & production of bill.
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Vista Homes Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school Phone. Contact: 8790166611
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for E block bathroom grouting purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Vista Homes*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *Anisha Associates*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	VIsta Homes	Date:	14.03.2020
Site & Phase :	Vista Homes	Time:	16:36
Supplier		Req. No.	99506
Material required before date:	16.03.2020		56349

No	Description	Size	Quantity	Units	Inward No	Date
1	**Roff Epoxy Tile Grout** 66694	1 kg	10	No's		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: For E-Block Bathroom Grouting Purpose.

Prepared By	T.Madhu	Approved by	
Sign.& Date	14.03.2020	Sign. & Date	

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

APPROVED BY
16 MAR 2020
SOHAM
MANAGING DIRECTOR

Estimate/Draft PO

 16-03-2020 11:33:49 AM Original / Office Copy / Purchase Div.Copy

From Company : **Vista Homes**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

Supplier Details				
Anisha Associates		**Doc No**	66694	99506
No.3-6-98, Vasavi Towers, Boosareddyguda, West Marredpally, Main Road, Secunderabad.		**Doc Date**	16-03-2020	
		Quote No	Nil	
GSTIN 36ABTPV3594Q1Z8	NA	**Quote Date**	16-03-2020	
66209804	9246589804	**SupplyType**	Supply	

Kind Attn : Mr. Kishan Raj

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Measurment	Nil
Security	Nil
Remarks	

APPROVED BY
16 MAR 2020
MANAGING DIRECTOR

Draft PO for Approval

For *Vista Homes*
Authorised Signatory
Name :

Accepted the above Terms And Conditions
For *Anisha Associates*
Name :

Date : __/__/____