

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/12/2020	Prepared by:	MINISH
PO/WO no.	73035	PO / WO Date.	16/12/2020
Supplier Name	Anisha Associates	PO/WO amount	15,747/-
Firm/Company	SLLP.	Project	SLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	196.	21/12/2020.	16,691/-
2.			
3.			
4.			

Amount A – Bills total(Excluding Transport & Hamali Charges):

Sl. No.	DC No	DC. Date	MRN No.	15,747/- DC matches MRN
1.		21/12/2020.	86580.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.				<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 B – Other Credits :

Amount C – Other Debits : 800/- transport charges + 18/-

Amount D (D=A+B-C) – Amount to be credited to the supplier: 944/-

Amount E – PO / WO value: 16,691/-

Amount F – Difference (A – E): 15,747/-

Quantity received as per PO / WO: 944/-

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: 02/01/2021.

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED				
Date			29 DEC 2020				
			MINISH PARIKH MANAGER-PROCUREMENT				

Notes: 1. In case amount to be credited to 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



AUTHORISED DISTRIBUTORS :
DR FIXIT, ROFF, MYK, ZYDEX & CERA CHEM CONSTRUCTION CHEMICALS
 No. 3-6-98, Vasavi Towers, Below Cafe Coffee Day,
 West Marredpally Main Road, Secunderabad - 500 026.
 ☎ : 040-48509804, MOB : 9246589804 E-mail : anishaassociates68@gmail.com

GSTIN : 36ABTPV3594Q1Z8

Buyer/ To <u>M/s Summit Sales llp</u> <u>M.G Road Sec-Bad.</u> <u>GSTNO: 36ACDDFS</u> <u>2044 CZ7</u>	No. <u>198</u> Date: <u>21/12/2020</u> Your order No. <u>73035</u> Date: <u>16/12/2020</u> Our D.C. No. _____ Date : _____ Documents Sent through _____
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S.No.	DESCRIPTION	Packing	Qty.	Unit Price	AMOUNT		
					Rs.	Ps.	
1)	RBR Bonding Agent	31K	06	825.00	4950	00	
2)	Roff S.T.A	20kg	10	598.00	5980	00	
3)	RBB Bonding Agent	11K	10	241.52	2415	20	
	Transportation Charges				800	00	
					Total Taxable	14,145	20
					CGST @ 9%	1273	06
					SGTS @ 9%	1273	06
					IGST @	1	
					TOTAL	16,691	00



INWARD	
ward No: <u>15476</u>	Dt: <u>21/12/20</u>
RN No: <u>86580</u>	Dt: <u>22/12/20</u>
Received By: _____	Sign: <u>[Signature]</u>
SUMMIT SALES LLP	

Rupees Sixteen Thousand six hundred and Ninety one Rupees on

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

P. Sadaniva
For Anisha Associates

Purchase Order

Page(s) 1 Of 1

17-12-2020 3:05:52 PM

Origin:

73035

16.12.20 11:34:54

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
66209804

NA

9246589804

Doc No	73035	168225
Doc Date	16-12-2020	
Quote No	Nil	
Quote Date	18-12-2018	
SupplyType	Supply	

Kind Attn : Mr. Kishan Raj

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3128 - Chemicals - RBR bonding agent - NA - ltrs Code.W01 3ltrs can	6.00	825.00	0.00	18.00	5,841.00
2 3165 - Chemicals - ROff Stone Tile Adhesive - 25 - Kgs 20 KGS BAG	10.00	598.00	0.00	18.00	7,056.40
3 3128 - Chemicals - RBR bonding agent - NA - ltrs Code W01 1 ltr	10.00	285.00	0.00	0.00	2,850.00
Total Order Value . . .					15,747.40

Rupees : Fifteen Thousand Seven Hundred Fourty Seven and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand 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, 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

Measurment Nil

Security Nil

Remarks Nil

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:	16.12.20	
Site & Phase :		Summit housing llp		Time:	11.00	
Supplier				Req. No.	168225	
Material required before date:			ID No.		62350	
No	Description	Size	Quantity	Units	Inward No	Date
1	BOMBAY NAILS	2"	50	KGS		
2	RBR BONDING AGENT	3LTRS	6	NOS		
3	ROFF TILE ADHESIVES 23034	25KG	10	NOS		
4	PLASTIC GAMPA		60	NOS		
5	RBR BONDING AGENT	1 LTR	10	NOS		
6						
7						
8						
9						
Remarks: For stock maintenance and site use						
Prepared By		SOWMYA		Approved by		
Sign.& Date		16.12.20		Sign. & Date		

APPROVED
17 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

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