PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/2/21	Prepared by:	PRABHAKAR
PO/WO no.	75553	PO / WO Date.	13/2/21
Supplier Name	Anisha Assocites	PO/WO amount	15,206-00
Firm/Company	Summit Labs LLP	Project	SALLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1	278	18/2/21	15,206-00
2			
3			
Amount A – Bills total(Excluding Transport & Hamali Charges):			15,206-00

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			90213	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits :_Transportation charges/Charges	472-00
Amount C –Other Debits :	
Amount D (D=A+B-C) – Amount to be credited to the supplier:	15,678-00
Amount E – PO / WO value:	15,206-00
Amount F – Difference (A – E): GST-18%	
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	29/3/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]	25 MAR [illegible]				
Date		24/3					

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

Pidilite
Building Bonds

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 M/s Summit Sales llp
M.G Road. Sec-Bad
GSTNo: 36 ACAFS
2044 C1Z7

No. 278 Date : 16/03/2021
Your order No. 75553 Date 13/03/2021
Our D.C. No. ______ Date : ______
Documents Sent through TS09 0A 2717

S.No.	DESCRIPTION	Packing	Qty.	Unit Price	AMOUNT Rs.	Ps.
1)	Roff S.T.A	20kg	10	670.00	6700	00
2)	cera Adhesive set (Anchor set)	1kg	20	309.32	6186	40
	Transportation charges				400	00
		Total Taxable			13286	40
		CGST @		9%	1195	77
		SGTS @		9%.	1195	77
		IGST @				
		TOTAL			15,678	00

Certified by:
Stores Manager

INWARD
Inward No: 16019 Dt: 16/3/21
GRN No: 90213 Dt: 12/8/21
Received By: Sign:
SUMMIT SALES LLP

PROPERTIES PVT
INWARD 75580
18/3

Rupees Fifteen Thousand Six Hundred and seventy Eight Rupees only

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

P. Sadashiva
For Anisha Associates

Purchase Order

75553
11.03.21 4:50:41

Copy

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

Doc No	75553	168477
Doc Date	13-03-2021	
Quote No	Nil	
Quote Date	13-03-2021	
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	10.00	670.00	0.00	18.00	7,906.00
2	3101 - Chemicals - Adhesive set - NA - kgs *Cera*	20.00	365.00	0.00	0.00	7,300.00
					Total Order Value . . .	**15,206.00**

Rupees : Fifteen Thousand Two Hundred Six 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
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 maintain purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Summit Sales LLP***
Authorised Signatory

Name : ________________

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

Name : ________________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	10.03.2021
Site & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168477
Material required before date:		ID No.	64619

No	Description	Size	Quantity	Units	Inward No	Date
1	Tile adhesive	20 kgs	10	bags		
2	Adhesive set cera brand 2550	1 kg	20	nos		

Remarks: Stock maintenance and site use			
Prepared By	NEHA		
Sign.& Date	10.03.2021	Sign. & Date	

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

APPROVED BY
09 MAR 2021
SOHAM MODI
MANAGING DIRECTOR