PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	2/6/21	Prepared by:	HEMENDRA
PO/WO no.	77159	PO / WO Date.	15/5/21
Supplier Name	Anisha Associates	PO/WO amount	15812/-
Firm/Company	SSLLP	Project	SLLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	042	17/5/21	16,520/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			16,520/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	020	17/5/21	92066	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits : Transportation charges +GST	708/-
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	16,520/-
Amount E – PO / WO value:	15,812/-
Amount F – Difference (A – E): GST-18%	708/-

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	
Remarks: Invoice Rcd	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 03 JUN 2021 MINISH PANDEY MANAGER PROCUREMENT				
Date							

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/-

S.No.		
1)	Roff S.T.A	20Pj

INWARD

Inward No: 16375	Dt: 12/5/21
MRN No: 92066	Dt: 18/5/21
Received By:	Sign:

SUMMIT SALES LLP

2019

GSTIN : 36ABTPV3594Q1Z8

Certified by:

Stores Manager

Customer Signature

For ANISHA ASSOCIATES

P. Sadashiva

TAX INVOICE

ANISHA ASSOCIATES

Pidilite Building Bonds

AUTHORISED DISTRIBUTORS :

DR FIXIT, ROFF, MYK, ZYDEX & CERA CHEM CONSTRUCTION CHEMICALS

No. 3-6-98, Vasavi Towers, 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, Secunderabad
GST NO: 36AGOFS
2014 C1Z7

No. 042 Date : 17/05/2024
Your order No. 77159 Date 15/05/2024
Our D.C. No. 020 Date : 17/05/2024
Documents Sent through

S.No.	DESCRIPTION	Packing	Qty.	Unit Price	AMOUNT Rs.	Ps.
1)	Roff S.T.A	20Kg	20	670.00	13400	00
	Transportation charges				600	00
				Total Taxable	14000	00
				CGST @ 9%	1260	00
				SGTS @ 9%	1260	00
				IGST @	/	
				TOTAL	16520	00

INWARD
Inward No: 16375 Dt: 17/5/24
MRN No: 92067 Dt: 18/5/24
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

80723
31/8
SECBAD

Rupees Sixteen Thousand five Hundred and Twenty Rupees only

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

P. Sadashiva
For Anisha Associates

Purchase Order

 31-05-2021 7:47:58 AM

77159
06.05.21 4:35:38

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	**Doc No**	77159	168677
No.3-6-98, Vasavi Towers, Boosareddyguda, West Marredpally, Main Road, Secunderabad.	**Doc Date**	15-05-2021	
	Quote No	Nil	
GSTIN 36ABTPV3594Q1Z8 NA	**Quote Date**	15-05-2021	
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	3165 - Chemicals - R0ff Stone Tile Adhesive - 25 - Kgs	20.00	670.00	0.00	18.00	15,812.00
					Total Order Value . . .	**15,812.00**

Rupees : Fifteen Thousand Eight Hundred Twelve 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

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

Name : ____________ Name : ____________ Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP		Date:		11.05.2021	
Site & Phase :	SUMMIT HOUSING LLP		Time:		12:00	
Supplier			Req. No.		168677	
Material required before date:			ID No.			

No	Description	Size	Quantity	Units	Inward No	Date
1	plasticizers	20 ltrs	05	nos		
2	Tile Adhesive	20kgs	20	Bags		

Remarks:For Stock maintenance purpose

Prepared By	BHAVANI		
Sign.& Date	11.05.2021	Sign. & Date	

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

APPROVED BY
13 MAY 2021
SOHAM MODI
MANAGING DIRECTOR