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PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	20/9/21	Prepared by:	Hemalea
PO/WO no.	80656	PO / WO Date.	15/9/21
Supplier Name	Anisha Associates	PO/WO amount	31,624/-
Firm/Company	SSUP	Project	SSUP
Sl. No.	Bill No.	Bill Date	Bill amount
1			
2	127	17/9/21	32,568/- (32,568/-)
3			
4			

Amount A – Bills total(Excluding Transport & Hamali Charges): 31,624/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	96595	~~Yes~~ ◻ No
2.				◻ Yes ◻ No
3.				◻ Yes ◻ No

Amount B –Other Credits : Transportation charges 800/- + 18%	944/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	32,568/-
Amount E – PO / WO value:	31,624/-
Amount F – Difference (A – E): GST-18%	944/-

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	25/9/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 20 SEP 2021 MINISH PARIKH 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/-

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
Cherlapally Secbad.
GST 36 ACQFS 2044
C1Z7

No. 127 Date : 17/09/21
Your order No. 80656 Date 15/09/21
Our D.C. No. ________ Date : ________
Documents Sent through ________

S.No.	DESCRIPTION	Packing	Qty.	Unit Price	AMOUNT Rs.	Ps.
1	Roff STA (Vitrofix)	20kg	40	670.00	26800	00
	HSN : 38245090					
	Transport				800	00
			Total Taxable		27600	00
			CGST @		2484	00
			SGTS @		2484	00
			IGST @		/	
			TOTAL		32568	00

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 84632
Date: 20/9
Sign:

INWARD
Inward No: 16985 Dt: 17/9/21
MRN No: 96595 Dt: 18/09/21
Received By: Sign:
SUMMIT SALES LLP

Rupees Thirty two thousand five hundred & sixty eight only

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

For Anisha Associates

 15-09-2021 12:08:55 PM

Purchase Order

80656
14.09.21 11:35:34

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**	80656	169011
	Doc Date	15-09-2021	
GSTIN 36ABTPV3594Q1Z8 NA	**Quote No**	Nil	
66209804 9246589804	**Quote Date**	15-09-2021	
	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	40.00	670.00	0.00	18.00	31,624.00
					Total Order Value . . .	**31,624.00**

Rupees : Thirty One Thousand Six Hundred Twenty Four 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 main purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For *Summit Sales LLP*
Authorised Signatory

Name : 15/09/2021

Accepted the above Terms And Conditions
For *Anisha Associates*

Name : ________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	15-09-2021
Site & Phase :	SUMMIT HOUSING LLP	Time:	11:00PM
Supplier		Req. No.	169011
Material required before date:		ID No.	69331

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Roff Stone Tile Adhesive 80656	20kgs	40	Bags		

Remarks:For Stock Replenishing Purpose			
Prepared By	Bhavani		
Sign.& Date	15-09-2021	Sign. & Date	

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

APPROVED
15 SEP 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE