

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

Date: 24/12/21		Prepared by: Hema KEMENDRA					
PO/WO no. 83427		PO / WO Date. 8/1/24					
Supplier Name Anisha Associates		PO/WO amount 27,368/-					
Firm/Company S.S UP		Project S.S UP					
Sl. No.	Bill No.	Bill Date	Bill amount				
1	245	22/1/24	28,430/-				
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):			27,368/-				
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.	205	22/1/24	201062	<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			
Amount B –Other Credits :_Transportation charges			1,062/-				
Amount C –Other Debits :			-				
Amount D (D=A+B-C) – Amount to be credited to the supplier:			28,430/-				
Amount E – PO / WO value:			27,368/-				
Amount F – Difference (A – E): GST-18%			28,430/-				
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)					
Is difference between PO / Bill acceptable?		<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)					
Excess / short material received		<input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)					
Close PO / W?O		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)					
Advance paid / PDC given (deduct when paying)		<input type="checkbox"/> Yes – Rs. ___/- <input checked="" type="checkbox"/> No					
Payment – due date		31/1/24					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
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/-



# DELIVERY CHALLAN



## ANISHA ASSOCIATES

AUTHORISED DISTRIBUTORS : DR FIXIT, ROFF, FOSROC,  
MYK & CERA CHEM CONSTRUCTION CHEMICALS

No. 3-6-98, Vasavi Towers, West Marredpally Main Road,  
Secunderabad - 500 026. ☎ : 040-48509804, Mob : 9246589804

205 E-mail : anishaassociates68@gmail.com

No. M/s Summit Sales LLP Date: 22/12/21

To: Chalapally

P.O. NO: 83427 dt 8.12.21

S.No.	DESCRIPTION	Packing	Quantity										
1	Anchor set	1kg	10 nos ✓										
2	Roof STA (Vibrofix)	20kg	30 nos ✓										
<table border="1"><tr><td colspan="2" style="text-align: center;"><b>INWARD</b></td></tr><tr><td>Inward No: 17417</td><td>Dt: 22/12/21</td></tr><tr><td>MRN No: 101062</td><td>Dt: 23/12/21</td></tr><tr><td>Received By:</td><td>Sign: <i>[Signature]</i></td></tr><tr><td colspan="2" style="text-align: center;"><b>SUMMIT SALES LLP</b></td></tr></table>			<b>INWARD</b>		Inward No: 17417	Dt: 22/12/21	MRN No: 101062	Dt: 23/12/21	Received By:	Sign: <i>[Signature]</i>	<b>SUMMIT SALES LLP</b>		40 nos
<b>INWARD</b>													
Inward No: 17417	Dt: 22/12/21												
MRN No: 101062	Dt: 23/12/21												
Received By:	Sign: <i>[Signature]</i>												
<b>SUMMIT SALES LLP</b>													
<b>GSTIN : 36ABTPV3594Q1Z8</b>													

For ANISHA ASSOCIATES

Customer Signature

*[Handwritten Signature]*



TAX INVOICE

ANISHA ASSOCIATES



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

AP 28750500

Buyer/ To: M/s Summit Sales LLP
Site: Cherlapally.
GST: 36ACQFS 2044
C127

No. 245 Date: 22.12.21
Your order No. 83427 Date: 8.12.21
Our D.C. No. 205 Date: 22/12/21
Documents Sent through

Table with columns: S.No., DESCRIPTION, Packing, Qty., Unit Price, AMOUNT (Rs., Ps.). Includes items like Anchor-set and Roff STA (Vitrofix). Includes stamps for Summit Sales LLP and Inward No. 17417.

Rupees Twenty eight thousand four hundred & thirty only

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

For Anisha Associates

# Purchase Order



Page(s) 1 Of 1

08-12-2021 16:29:14

Origin

83427

09.12.21 3:16:08

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

<b>Doc No</b>	83427	169229
<b>Doc Date</b>	08-12-2021	
<b>Quote No</b>	NIL	
<b>Quote Date</b>	26-08-2021	
<b>SupplyType</b>	Supply	

**Kind Attn : Mr. Kishan Raj**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3101 - Chemicals - Adhesive set - NA - kgs CERA	10.00	309.32	0.00	18.00	3,649.98
2 3165 - Chemicals - R0ff Stone Tile Adhesive - 25 - Kgs 20kg	30.00	670.00	0.00	18.00	23,718.00
<b>Total Order Value . . .</b>					<b>27,367.98</b>

Rupees : Twenty Seven Thousand Three Hundred Sixty Seven and Paise Ninty Eight 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  
**Penalty 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 purpose.  
**Completion Date** Nil  
**Measurment** Nil  
**Security** Nil  
**Remarks** Nil

For **Summit Sales LLP**

Authorised Signatory

Name : 

Contact - -

Accepted the above Terms And Conditions

For **Anisha Associates**

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

1523

## Requisition Form

Company Name:		SUMMIT SALES LLP		Date:	03-12-2021	
Site & Phase :		SUMMIT HOUSING LLP		Time:	15:00PM	
Supplier				Req. No.	169229	
Material required before date:			ID No.		71870	
S.No	Description	Size	Quantity	Units	Inward No	Date
1	Adhesive Set	1kg	10	Nos		
2	Tile Adhesive-Roff Brand	20kgs	30	Bags		
Remarks: For Replenishing Stock Purpose						
Prepared By		Bhavani				
Sign. & Date		03-12-2021		Sign. & Date		

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

