

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: <u>3/2/22</u>		Prepared by: <u>He da</u>		Serial no. <u>2353</u>																															
Supplier name: <u>Anite Associates</u>				HO inward no.																															
Firm/Company: <u>SSLP</u>		Project: <u>SLUP</u>		HO received date																															
PO/WO date: <u>3/1/22</u>		PO/WO No. <u>85004</u>		Scan ID.																															
Sl no.	Bill no.	Bill date	Bill amount	Original attached																															
1.	<u>301</u>	<u>3/2/22</u>	<u>32,774/-</u>	☒ Yes ☐ No																															
2.				☐ Yes ☐ No																															
3.				☐ Yes ☐ No																															
4.				☐ Yes ☐ No																															
Amount A – Bills total (Excluding Transport & Hamali Charges):				<u>32,007/-</u>																															
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report																																			
MRN nos.:	<u>103185</u>		Proof of delivery matches MRN		☒ Yes ☐ No																														
Amount B – Other Credits : Transportation charges				<u>6507 + 127/-</u>																															
Amount C – Other Debits :				<u>7671/-</u>																															
Amount D (D=A+B-C) – Amount to be credited to the supplier:				<u>32,774/-</u>																															
Amount E – PO / WO value:				<u>32,007/-</u>																															
Amount F – Difference (A – E):				<u>7671/-</u>																															
Quantity received as per PO /WO		☒ Yes ☐ Excess received ☐ Short received ☐ Part received																																	
Close PO / WO		☒ Yes ☐ No – wait for balance material ☐ Other																																	
Payment – due date		<u>10/2/22</u>																																	
Remarks:																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>MD</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Name:</td> <td><u>He da</u></td> <td><u>[Signature]</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sign:</td> <td><u>[Signature]</u></td> <td><u>04 FEB 2022</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td><u>3/2/22</u></td> <td><u>MINISH PARIKH</u></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Approval limit</td> <td>Upto 20k</td> <td>Above 20k</td> <td>Above 100k</td> <td>Upto 20k</td> <td>Above 20k</td> </tr> </table>						Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager	Name:	<u>He da</u>	<u>[Signature]</u>				Sign:	<u>[Signature]</u>	<u>04 FEB 2022</u>				Date	<u>3/2/22</u>	<u>MINISH PARIKH</u>				Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager																														
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Sign:	<u>[Signature]</u>	<u>04 FEB 2022</u>																																	
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Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

Purchase Order

Page(s) 1 Of 1

31-01-2022 17:14:37



31.01.22 4:50:16

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	85004	169417
Doc Date	31-01-2022	
Quote No	Nil	
Quote Date	31-01-2022	
SupplyType	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 1kg	40.00	309.32	0.00	18.00	14,599.90
2 3165 - Chemicals - Roff Stone Tile Adhesive - 25 - Kgs 20kg	20.00	670.00	0.00	18.00	15,812.00
3 3108 - Chemicals - Damp Guard - NA - kgs 1kg	4.00	338.00	0.00	18.00	1,595.36
Total Order Value . . .					32,007.26

Rupees : Thirty Two Thousand Seven and Paise Twenty Six Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms On complete delivery of all materials 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 Replenishing purpose.

Completion Date Nil

Measurement Nil

Security Nil

Remarks Original invoice + copy of proof of delivery is required to process invoice for payment. Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For **Summit Sales LLP**

Authorised Signatory

Name : _____

01/02/2022

Accepted the above Terms And Conditions

For **Anisha Associates**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		SSLLP		Date:		28.01.2022	
Site & Phase :		SSHLP		Time:		10:00	
Supplier				Req.No.		169417	
Material required before date:		10.01.2022		ID No.		73410	
N o	Description	Size	Quantity	Units	Inward No	Date	
1	Adhesive Set	1 Kg	40	Kgs			
2	Tiles Adhesives-Roff brand 85004	20kgs	20	Bag			
3	Myk arment		4	Kgs			
Remarks: For Stock Replenishing Purpose							
Prepared By		N.Vanajakshi		Approved by			
Sign.& Date		28.01..2022		Sign. & Date			

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





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

Summit Housing LLP Cherlapally

GST No: 36 ACOFS

2044 C1Z7

No. **301**

Date : 03/02/2022

Your order No. 85004

Date 31/01/2022

Our D.C. No. 266

Date : 03/02/2022

Documents Sent through _____

S.No.	DESCRIPTION	Packing	Qty.	Unit Price	AMOUNT	
					Rs.	Ps.
1)	Cera Anchor set HSN Code: 39079990	1kg	40	309.32	12372	80
2)	RoFF S.T.A (vitrofix) HSN Code: 38245090	20kg	20	670.00	13400	00
3)	MYK Damp Coat HSN Code: 39073090	1kg	04	338.00	1352	00
	Transportation charges				650	00
Total Taxable					27,774	80
CGST @ 9%					2499	73
SGTS @ 9%					2499	73
IGST @					1	
TOTAL					32,774	00

INWARD	
Inward No: 17650	Dt: 3/2/22
MRN No: 103185	Dt: 3/2/22
Received By: _____	Sign: _____
SUMMIT SALES LLP	



Rupees Thirty Two Thousand Seven Hundred and seventy four Paise

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

P. Jagdish
For Anisha Associates