PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/2/22	Prepared by	Harda	Serial no.	2738
Supplier name	Anisha Associates			HO inward no.	
Firm/Company	SSUP	Project	SSUP	HO received date	
PO/WO date	7/2/22	PO/WO No.	85229	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	312	10/2/22	40,592/-	☑ Yes □ No
2.			–	□ Yes □ No
3.			–	□ Yes □ No
4.			–	□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	39,648/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	103573	Proof of delivery matches MRN	☑ 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:	40,592/-
Amount E – PO / WO value:	39,648/-
Amount F – Difference (A – E):	944/-
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	18/4/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Harda				
Sign:		APPROVED 12 FEB 2022 MINISH PARIKH MANAGER PROCUREMENT			
Date	11/2/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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.

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
Cherlapally Kingston P.G College
GSTNO: 36ACOFS
2044C1Z7

No. 312 Date : 10/02/2022
Your order No. 85229 Date 07/02/2022
Our D.C. No. 278 Date : 10/02/2022
Documents Sent through

S.No.	DESCRIPTION	Packing	Qty.	Unit Price	AMOUNT Rs.	Ps.
1)	RBR Bonding Agent HSN code: 40021100	5LTR	10	1350.00	13500	00
2)	Roff S.T.A (Vitrofix) HSN Code:	20kg	30	670.00	20100	00
	Transportation Charges				800	00
				Total Taxable	34400	00
				CGST @ 9%	3096	00
				SGTS @ 9%	3096	00
				IGST @	/	
				TOTAL	40,592	00

SUMMIT SALES LLP INWARD No: 90890 Date: 11/2 Sign: R.R. DIST.

INWARD
Inward No: 17682 Dt: 11/2/22
MRN No: 103573 Dt: 11/2/22
Received By: Sign:
SUMMIT SALES LLP

Rupees Fourty Thousand Five Hundred and Ninety Two Rupees Only

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

P. Sadashiva
For Anisha Associates

Purchase Order

 07-02-2022 15:58:02 Origina

85229

31.01.22 4:53:34

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	**Doc No**	85229	169437
No.3-6-98, Vasavi Towers, Boosareddyguda, West Marredpally, Main Road, Secunderabad.	**Doc Date**	07-02-2022	
	Quote No	Nil	
GSTIN 36ABTPV3594Q1Z8 NA	**Quote Date**	07-02-2022	
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	3127 - Chemicals - RBR bonding agent - 5ltrs - nos	10.00	1,350.00	0.00	18.00	15,930.00
2	3165 - Chemicals - ROff Stone Tile Adhesive - 25 - Kgs *20kg*	30.00	670.00	0.00	18.00	23,718.00
					Total Order Value . . .	**39,648.00**

Rupees : Thirty Nine Thousand Six Hundred Fourty 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
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 Replenshing purpose.
Completion Date	Nil
Measurment	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 : 08/02/2022

Accepted the above Terms And Conditions

For ***Anisha Associates***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	SSLLP		Date:	03.02.2022
Site & Phase :	SSHLP		Time:	10:00
Supplier			Req.No.	169437
Material required before date:		10.01.2022	ID No.	73589

No	Description	Size	Quantity	Units	Inward No	Date
1	Bonding agent-RBR-Roff brand	5ltrs	10	Ltrs		
2	Tiles Adhesive-Roff brand 85209	20kgs	30	Bag		

Remarks: For stock Replenishing purpose

Prepared By	N.Vanajakshi	Approved by	APPROVED BY
Sign.& Date	03.02..2022	Sign. & Date	04 FEB 2022 SOHAM MODI MANAGING DIRECTOR

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