PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	1/3/22	Prepared by	Monishe	Serial no.	2578
Supplier name	Anisha Associates			HO inward no.	
Firm/Company	SSHLP	Project	SHHLP	HO received date	
PO/WO date	25/2/22	PO/WO No.	85892	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	343	28/2/22	31,518/–	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	30,573.80/–

Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	104345	Proof of delivery matches MRN	☑ Yes □ No

Amount B –Other Credits : Transportation charges	944/–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	31,518/–
Amount E – PO / WO value:	30,573.80/–
Amount F – Difference (A – E):	–

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	7/3/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monisha				-
Sign:	Monisha				
Date	1/3/22				
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 Pk college
GSTNo: 36 ACOFS
2044 C1Z7

No. 343 Date : 28/02/2022
Your order No. 85892 Date 25/02/2022
Our D.C. No. 299 Date : 28/02/2022
Documents Sent through

S.No.	DESCRIPTION	Packing	Qty.	Unit Price	AMOUNT Rs.	Ps.
1)	Roff S.T.A (Vitrofix) HSN code: 38245090	20kg	20	670.00	13400	00
2)	RBR Bonding Agent HSN code: 40021100	5 ltr	05	1350.00	6750	00
3)	Silk (New Ivory) HSN code: 38245090	1kg	60	48.00	2880	00
4)	White (lilly white) HSN code: 38245090	1kg	60	48.00	2880	00
	Transportation Charg				800	00
			Total Taxable		26,710	00
			CGST @ 9%		2403	90
			SGTS @ 9%		2403	90
			IGST @		/	
			TOTAL		31,518	00

Rupees Thirty one Thousand five Hundred and Eighteen Rupees Only

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

P. Sadashiva
For Anisha Associates

SUMMIT SALES LLP R.R. DIST. IN WARD No: 917 57 Date: 1/3/22 Sign:

INWARD
Inward No: 17778 Dt: 28/2/22
MRN No: 104345 Dt: 01/3/22
Received By: Sign:
SUMMIT SALES LLP

Purchase Order

 25-02-2022 14:14:17

85892
14.02.22 2:58:15

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**	85892	169510
No.3-6-98, Vasavi Towers, Boosareddyguda, West Marredpally, Main Road, Secunderabad.	**Doc Date**	25-02-2022	
	Quote No	Nil	
GSTIN 36ABTPV3594Q1Z8 NA	**Quote Date**	22-02-2022	
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	3165 - Chemicals - ROff Stone Tile Adhesive - 25 - Kgs	20.00	670.00	0.00	18.00	15,812.00
2	3127 - Chemicals - RBR bonding agent - 5ltrs - nos	5.00	1,350.00	0.00	18.00	7,965.00
3	3134 - Chemicals - Tile Grout - 1kg - pkts *Silk -60 White-60*	120.00	48.00	0.00	18.00	6,796.80
				Total Order Value . . .		**30,573.80**

Rupees : Thirty Thousand Five Hundred Seventy Three and Paise Eighty 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 : 25/02/2022

Name :

Accepted the above Terms And Conditions

For ***Anisha Associates***

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	23.02.2022
Site & Phase :	SSHLP	Time:	1:00
Supplier		Req.No.	169510
Material required before date:		ID No.	74152

No	Description	Size	Quantity	Units	Inward No	Date
1	Bonding agent -RBR -Roff band	5ltrs	5	Ltrs		
2	Tiles adhesive-Roff band	20kgs	20	Bgas		
3	Tile Grout- silk 85892	1kg	60	Kgs		
4	Tile Grout- white	1kg	60	Kgs		

Remarks: For Stock Repleneshing purpose

Prepared By	N.Vanajakshi	Approved by	
Sign.& Date	23.02..2022	Sign. & Date	

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

APPROVED BY
25 FEB 2022
SOHAM MODI
MANAGING DIRECTOR