

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date: 1/3/22		Prepared by: <i>[Signature]</i>		Serial no. 2558																															
Supplier name: Anisha Associates				HO inward no.																															
Firm/Company: SSKLP		Project: SHLP		HO received date																															
PO/WO date: 22/1/22		PO/WO No. 85781		Scan ID.																															
Sl no.	Bill no.	Bill date	Bill amount	Original attached																															
1.	344	28/2/22	40,5921-	☒ Yes ☐ No																															
2.				☐ Yes ☐ No																															
3.				☐ Yes ☐ No																															
4.				☐ Yes ☐ No																															
Amount A - Bills total (Excluding Transport & Hamali Charges):				39,6481-																															
Proof of delivery by way of ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report																																			
MRN nos.:	104347		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:				40,5921-																															
Amount E - PO / WO value:				39,6481-																															
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:																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>M D</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Name:</td> <td><i>[Signature]</i></td> <td><i>[Signature]</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sign:</td> <td><i>[Signature]</i></td> <td><i>[Signature]</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>1/3/22</td> <td></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	M D	Accountant	Accounts Manager	Name:	<i>[Signature]</i>	<i>[Signature]</i>				Sign:	<i>[Signature]</i>	<i>[Signature]</i>				Date	1/3/22					Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager																														
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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**

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. 4/10/19
GSTNO: 36ALONFS
2044 C127

No. **344**Date: 28/02/2022Your order No. 85781Date: 22/02/2022Our D.C. No. 300Date: 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	30	670.00	20100	00
2)	RRR bonding Agent RRR 51K * 2nos = 101K " 31K * 13nos = 391K " 11K * 1nos = 11K <u>501K</u>	51K	10	1350.00	13500	00
	Transportation				800	00
Total Taxable					34,400	00
CGST @ 9%					3096	00
SGST @ 9%					3096	00
IGST @					1	
TOTAL					40,592	00



Rupees

forty Thousand five Hundred and Ninety Two Rupees only

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

P. Sadanave
For Anisha Associates

Purchase Order

Page(s) 1 Of 1

22-02-2022 16:06:54

Origin

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7



14.02.22 2:32:35

Supplier Details

Anisha Associates
No.3-6-98, Vasavi Towers, Boosareddyguda, West Marredpally, Main Road, Secunderabad.

GSTIN 36ABTPV3594Q1Z8

NA

66209804

9246589804

Doc No	85781	169493
Doc Date	22-02-2022	
Quote No	Nil	
Quote Date	22-02-2022	
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	30.00	670.00	0.00	18.00	23,718.00
2 3127 - Chemicals - RBR bonding agent - 5ltrs - nos	10.00	1,350.00	0.00	18.00	15,930.00
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 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**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

Accepted the above Terms And Conditions

For **Anisha Associates**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:	SSLLP	Date:	19.02.2022			
Site & Phase :	SSHLP	Time:	1:00			
Supplier		Req.No.	169493			
Material required before date:		ID No.	74067			
No	Description	Size	Quantity	Units	Inward No	Date
1	Bonding agent-RBR-Roff brand	5ltrs	10	Ltrs		
2	Tiles Adhesives-Roff brand	20kgs	30	Bag		
Remarks: For Stock Replenishing purpose						
Prepared By	N.Vanajakshi	Approved by				
Sign.& Date	19.02..2022	Sign. & Date				

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

APPROVED BY
22 FEB 2022
SOHAM MODI
MANAGING DIRECTOR