PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	27/04/2022	Prepared by	MINISH.	Serial no.	3550
Supplier name	Overseas Hardware & Tools Centre			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	22/04/2022	PO/WO No.	87655.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0083	26/04/2022	1,17,365/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,17,365/-

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

MRN nos.:	106551	Proof of delivery matches MRN	☑ Yes □ No

Amount B – Other Credits : Transportation charges	—
Amount C – Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1,17,365/-
Amount E – PO / WO value:	1,17,365/-
Amount F – Difference (A – E).	- NIL -

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	Advance Paid 58000/-, Balance to Pay
Remarks:	Rs/- 59,365/-

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:					
Date		27 APR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

MINISH PARIKH
MANAGER PROCUREMENT

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.

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OVERSEAS Hardware & Tools Centre

The exclusive shop for best Hardware

All correspondence to 62-D, Shop No.2, Happy Trade Centre, S.D. Road, Secunderabad - 500 003.
Ph : 27800734, 27717419, Cell : 9393000633, Email : overseashw@yahoo.com, Website : overseashardware.com

Authorised Distributors & Resellers of Premium Quality National & International Brand Exclusive Designer Builder's Hardware

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(ORIGINAL FOR RECIPIENT)

Invoice No. **OHTC/0083**
Ref. No.

Dated **26-Apr-22**

OVERSEAS HARDWARE & TOOLS CENTRE

TAX INVOICE

Party : **SUMMIT SALES LLP**
5-4-187/3 & 4, 2ND.FLOOR, M.G.ROAD
SECUNDERABAD
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

Order No.	Dispatch Doc No.	Delivery Note
87655-169696 22-Apr-22	Through : DELIVERED AT SITE	NIL dt. 26-Apr-22

Sl No.	Description of Goods and Services	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**DORSET SS MORTISE LOCK SET HL170**	8301	**20.00 SET**	4,610.00	SET	45 %	**50,710.00**
2	**DORSET SS CYLINDERICAL LOCK ETTOSS**	8301	**24.00 Nos**	1,060.00	Nos	45 %	**13,992.00**
3	**DORSET SS BEARING HINGES HG1151SS - 4"**	8302	**160.00 Nos**	395.00	Nos	45 %	**34,760.00**
							99,462.00
	CGST						**8,951.58**
	SGST						**8,951.58**
	Less : ***Round Off***						**(-)0.16**
	Total						**₹ 1,17,365.00**

INWARD
Inward No: 18067 Dt: 26/4/22
MRN No: 106551 Dt: 27/4/22
Received By: Sign:
SUMMIT SALES LLP

Amount Chargeable (in words) *E. & O.E*

INR One Lakh Seventeen Thousand Three Hundred Sixty Five Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8301	64,702.00	9%	5,823.18	9%	5,823.18	11,646.36
8302	34,760.00	9%	3,128.40	9%	3,128.40	6,256.80
1234		9%		9%		
9969		9%		9%		
Total	**99,462.00**		**8,951.58**		**8,951.58**	**17,903.16**

Tax Amount (in words) : **INR Seventeen Thousand Nine Hundred Three and Sixteen paise Only**

Company's GSTIN/UIN : **36AAAFO5758M1ZR**
Company's PAN : **AAAFO5758M**

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 73810
Date: 27/4
Sign:

for OVERSEAS HARDWARE & TOOLS CENTRE

Authorised Signatory

Bank Details : Kotak Mahindra Bank,
S.D. Road, Secunderabad - 500003
A/c. : 0611255493, IFSC : KKBK0000554

GSTIN : 36AAAFO5758M1ZR

For OVERSEAS HARDWARE & TOOLS CENTRE

Partner

Purchase Order

 22-04-2022 15:19:17

87655
20.04.22 3:07:37

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

Supplier Details			
Overseas Hardware &Tools Centre	**Doc No**	87655	169696
Shop no.2, 62-D, Happy trade centre, S.D.Road, Secunderabad	**Doc Date**	22-04-2022	
	Quote No	Nil	
GSTIN 36AAAFO5758M1ZR	**Quote Date**	22-04-2022	
040-27800734 9989000633	**SupplyType**	Supply	

Kind Attn : MD. Hussain

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2169 - Carpentry - hardware - SS Mortise Lock - other - nos	20.00	4,610.00	45.00	18.00	59,837.80
2	2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	24.00	1,060.00	45.00	18.00	16,510.56
3	2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	160.00	395.00	45.00	18.00	41,016.80
				Total Order Value . . .		**117,365.16**

Rupees : One Lakh(s) Seventeen Thousand Three Hundred Sixty Five and Paise Sixteen Only.

Terms and Conditions :-

APPROVED BY
25 APR 2022
SOHAM MODI
MANAGING DIRECTOR

For MDs APPROVAL
- [ ] High Value/quantity beyond limits.
- [ ] Po/Req. processed-post approval.
- [ ] Approval for technical details/clarification.
- [x] Replenishing SSLLP stock
- [ ] Other

Specification / Brand	Hardware is Dorset
Payment Terms	50% advance balanceafter delivery
Tax	Inclusive of all GST taxes
Delivery Date	with in 7 days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Hardware mortise lock 5 yeras warranty, cylyndrical lock and henges 1 yr, manufacturing warranty.
Advance Paid	Rs. 58,000-00, by RTGS/NEFT, dated..........
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for stock revision, 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 : ____________

Accepted the above Terms And Conditions

For *Overseas Hardware &Tools Centre*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	13.04.2022
Site & Phase :	~~SSLLP SOV~~ SHLLP	Time:	10:57
Supplier		Req.No.	169696
Material required before date:		ID No.	75613

No	Description	Size	Quantity	Units	Inward No	Date
1.	NON-WPC-panel door-Main door	37"x80"	5	Nos		
2.	NON-WPC-paneldoor-Internal bedroom	32"x82"	15	Nos		
3.	Mortise lock		20	Nos		
4.	Cylindrical lock		24	Nos		
5.	SS Hinges		160	Nos		

87652

187655

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY 14 APR 2022 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	13.04.2022	Sign. & Date	

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