PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	27/04/2022	Prepared by	MINISH.	Serial no.	3552
Supplier name	Overseas Hardware & Tool's Centre.			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	25/04/2022	PO/WO No.	87727.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0084	26/04/2022	67,422/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	67,422/-

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

MRN nos.:	106550.	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:	67,422/-
Amount E – PO / WO value:	1,60,579/
Amount F – Difference (A – E).	93,157/-
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 Rs/- 58,000/- Balance to Pay.
Remarks:	Part Quantity received.

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.

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

(2)

(ORIGINAL FOR RECIPIENT)

Invoice No. **OHTC/0084** Dated **26-Apr-22**
Ref. No.

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
87727-169719 25-Apr-22	Through : DELIVERED AT STORES	NIL dt. 26-Apr-22

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**DORSET SS MORTISE LOCK SET HL170**	8301	**6.00 SET**	4,610.00	SET	45 %	**15,213.00**
2	**DORSET SS CYLINDERICAL LOCK ETTOSS**	8301	**48.00 Nos**	1,060.00	Nos	45 %	**27,984.00**
3	**DORSET SS BEARING HINGES HG1151SS - 4"**	8302	**40.00 Nos**	395.00	Nos	45 %	**8,690.00**
4	**SS MAGNETIC DOOR CATCHER**	8302	**50.00 Nos**	105.00	Nos		**5,250.00**
							57,137.00
	CGST						**5,142.33**
	SGST						**5,142.33**
	Round Off						**0.34**
	Total						**₹ 67,422.00**

INWARD
Inward No: 18066 Dt: 26/4/22
MRN No: 106550 Dt: 27/4/22
Received By: Sign:
SUMMIT SALES LLP

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

INR Sixty Seven Thousand Four Hundred Twenty Two Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8301	43,197.00	9%	3,887.73	9%	3,887.73	7,775.46
8302	13,940.00	9%	1,254.60	9%	1,254.60	2,509.20
Total	**57,137.00**		**5,142.33**		**5,142.33**	**10,284.66**

Tax Amount (in words) : **INR Ten Thousand Two Hundred Eighty Four and Sixty Six paise Only**

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

SUMMIT SALES LLP R.R. DIST.
INWARD No: 93811
Date: 27/4
Sign:

for OVERSEAS HARDWARE & TOOLS CENTRE

Authorised Signatory

Purchase Order

 25-04-2022 16:07:31

87727
20.04.22 3:07:38

opy

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**	87727	169719
Shop no.2, 62-D, Happy trade centre, S.D.Road, Secunderabad	**Doc Date**	25-04-2022	
	Quote No	nil	
GSTIN 36AAAFO5758M1ZR	**Quote Date**	21-04-2022	
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	48.00	1,060.00	45.00	18.00	33,021.12
3	2285 - Carpentry - hardware - SS Hinges - Others - nos	240.00	395.00	45.00	18.00	61,525.20
4	2092 - Carpentry - hardware - Door Stopper - NA - nos	50.00	105.00	0.00	18.00	6,195.00
					Total Order Value . . .	**160,579.12**

Rupees : One Lakh(s) Sixty Thousand Five Hundred Seventy Nine and Paise Twelve Only.

Terms and Conditions :-

Specification / 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

DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	3084	26/04/22	67,422/-
2.			
3.			
4.			
5.			

Transportation 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 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

Name : 25/04/2022

Accepted the above Terms And Conditions

For *Overseas Hardware &Tools Centre*

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	SUMMIT SALES LLP	Date:	21.04.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169719
Material required before date:		ID No.	75880

No	Description	Size	Quantity	Units	Inward No	Date
1.	Mortise lock ~~170~~ 4610/- +445		20	Nos		
2.	Cylindrical lock 1060 + [illegible]		48	Nos		
3.	SS Hinges 395 +445		240	Nos		
4.	Magnetic door stopper 105 net + GST 18%		50	Nos		

Remarks: For Stock repleneshing purpose.

Prepared By	Vanajakshi	Approved by	APPROVED BY
Sign.& Date	21.04.2022	Sign. & Date	23 APR 2022 SOHAM MODI MANAGING DIRECTOR

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