PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05/07/22	Prepared by	MINISH	Serial no.	5745
Supplier name	Overseas Hardware & Tool's centre			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	06/06/22	PO/WO No.	88947.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0309	02/07/22	6,195/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6,195/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 109157/-	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:	6,195/-
Amount E – PO / WO value:	1,06,998/-
Amount F – Difference (A – E):	1,00,803/-
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	-
Remarks: Final Bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:					
Date		05 JUL 2022			
Approval limit	Upto 20k	Above 20k MINISH PARIKH MANAGER PROCUREMENT	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.

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

Hettich INTERNATIONAL dorsët ARCHIS HÄFELE FUNCTIONALITY FOR YOU Yale KICH

(ORIGINAL FOR RECIPIENT)

Invoice No. **OHTC/0309** Dated **2-Jul-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. 88947-169848 6-Jun-22	Dispatch Doc No. Through : DELIVERED AT STORES	Delivery Note NIL dt. 2-Jul-22

Sl No.	Description of Goods and Services	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**SS MAGNETIC DOOR HOLDER**	8302	**50.00 Nos**	105.00	Nos		**5,250.00**
	CGST						**472.50**
	SGST						**472.50**
	Total		**50.00 Nos**				**₹ 6,195.00**

INWARD
Inward No: 8375 Dt: 2/7/22
MRN No: 109152 Dt: 4/7/22
Received By: Sign:
SUMMIT SALES LLP

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

INR Six Thousand One Hundred Ninety Five Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8302	5,250.00	9%	472.50	9%	472.50	945.00
1234		9%		9%		
9969		9%		9%		
Total	**5,250.00**		**472.50**		**472.50**	**945.00**

Tax Amount (in words) **INR Nine Hundred Forty Five Only**
Company's GSTIN/UIN **36AAAFO5758M1ZR**
Company's PAN **AAAFO5758M**

SUMMIT SALES LLP IN WARD No: 96205 Date: 5/7/22 Sign: R.R. DIST.

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

 07-06-2022 12:16:44

88947
20.05.22 3:37:23

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
Shop no.2, 62-D, Happy trade centre, S.D.Road, Secunderabad

GSTIN 36AAAFO5758M1ZR
040-27800734 9989000633

Doc No	88947	169848
Doc Date	06-06-2022	
Quote No	Nil	
Quote Date	01-06-2022	
SupplyType	Supply	

Kind Attn : MD. Hussain

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	72.00	1,060.00	45.00	18.00	49,531.68
2	2285 - Carpentry - hardware - SS Hinges - Others - nos 4"	200.00	395.00	45.00	18.00	51,271.00
3	2092 - Carpentry - hardware - Door Stopper - NA - nos	50.00	105.00	0.00	18.00	6,195.00
					Total Order Value . . .	**106,997.68**

Rupees : One Lakh(s) Six Thousand Nine Hundred Ninty Seven and Paise Sixty Eight Only.

Terms and Conditions :-

Specification /	Hardware is Dorset Brand
Payment Terms	50% advance balanceafter delivery
Tax	Inclusive of all GST taxes
Delivery Date	with in 3 days.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation	Extra.
Warranty	Hardware mortise lock 5 yeras warranty, cylyndrical lock and henges 1 yr, manufacturing warranty.
Advance Paid	Rs.53,499/-, 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 MDs APPROVAL
☐ High Value/quantity beyond limits.
☑ Po/Req. processed-post approval.
☐ Approval for technical details/cla...
☐ Replenishing SSLLP stock
☐ Other

APPROVED BY
08 JUN 2022
SOHAM MODI
MANAGING DIRECTOR

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	—	—	—
2.	0224	10/06/22	1,00,803/-
3.			
4.			
5.			

6,195/- 11/6/22

For *Summit Sales LLP*
Authorised Signatory

Name :
Contact

Accepted the above Terms And Conditions
For *Overseas Hardware &Tools Centre*

Name :

Date : __/__/____

1.6.2022

Requisition Form

Company Name:	SSLLP	Date:	01.05.2022
Site & Phase :	SHLLP	Time:	10:57
Supplier		Req.No.	169848
Material required before date:		ID No.	76958

No	Description	Size	Quantity	Units	Inward No	Date
1.	Non WPC-Panel door-Internal ,bedroom	32"x82"	30 x 20	Nos		
2.	Non WPC-Panel door	26"x82"	30	Nos		
3.	Non WPC-Panel door-Internal ,bathroom	26"x80"	20 x 8	Nos		
4.	Cylindrical Lock		72	Nos	88947	
5.	SS Hinges	over scan	200	Nos		
6.	Magnetic door stopper		50	Nos		

88749

88945

Remarks: For stock replenishig purpose.

Prepared By	Ramya	Approved by	
Sign.& Date	01.05.2022	Sign. & Date	

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

APPROVED BY
-1 JUN 2022
SOHAM MODI
MANAGING DIRECTOR