PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	23/07/22	Prepared by	MINISH	Serial no.	6566
Supplier name	Overseas Hardware & Tool's Centre			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	11/07/22	PO/WO No.	89919	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0386.	23/07/22	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.: 109854	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:	2,11,798/-
Amount F – Difference (A – E):	2,05,603/-
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	01/08/22
Remarks: Final Bill	

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

APPROVED
23 JUL 2022
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

(ORIGINAL FOR RECIPIENT)

Invoice No. **OHTC/0386** Dated **23-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.	Dispatch Doc No.	Delivery Note
89919-169975 11-Jul-22	Through : DELIVERED AT SITE	NIL dt. 23-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: 18458 Dt: 23/7/2022
MRN No: 109854 Dt: 23/7/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST
IN WARD
No: 96942
Date: 23/7
Sign:

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**

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

 11-07-2022 16:22:29 Orig

89919
29.06.22 2:19:00

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**	89919	169975
Shop no.2, 62-D, Happy trade centre, S.D.Road, Secunderabad	**Doc Date**	11-07-2022	
	Quote No	nil	
GSTIN 36AAAFO5758M1ZR	**Quote Date**	09-07-2022	
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	2092 - Carpentry - hardware - Door Stopper - NA - nos	50.00	105.00	0.00	18.00	6,195.00
2	2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos	120.00	1,060.00	45.00	18.00	82,552.80
3	2285 - Carpentry - hardware - SS Hinges - Others - nos	480.00	395.00	45.00	18.00	123,050.40
				Total Order Value . . .		**211,798.20**

Rupees : Two Lakh(s) Eleven Thousand Seven Hundred Ninty Eight and Paise Twenty 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 7 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. 105899/-, 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/clarification
- ☐ Replenishing SSLLP stock
- ☐ Other

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	OHTC/D372	19/7/22	2,05,603/-
2.			
3.			
4.			
5.			

Blnc : 6,195/-

APPROVED BY
13 JUL 2022
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For *Overseas Hardware &Tools Centre*

Name :

Date : __/__/____

Requisition Form					
Company Name:	SSLP	Date:	09.07.2022		
Site & Phase :	SHLLP	Time:	00:00		
Supplier:		Req. No.	169975		
Material required before date:		ID No.	77927		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No
1	HARD6478-Hardware-Magnetic door stopper----Nos 89919	50	150	50	
2	HARD5476-Hardware-Cylinderacal Lock--Dorset--Nos	120	72	120	
3	HARD2058-Hardware-SS Hinges-Per 1 piece-Dorset--Nos	480	220	480	
4					
5					
6					
7					
8					
9					
10					
Remarks:	For Stock Repleneshing Purpose.				
	Engineer	Project Manager		Purchase	
Prepared By:	Vanajakshhi APPROVED BY		APPROVED		
Approved By:	13 JUL 2022		JUL 2022		
Sign & Date:	SOHAM MODI MANAGING DIRECTOR		P. PRABHAKAR Sr. MANAGER PURCHASE		