

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 22/10/22		Prepared by: Prabhakar		Serial no. 9794	
Supplier name: Overseas Hardware & Tools Centre				HO inward no.	
Firm/Company: SSLLP		Project: SSLLP		HO received date	
PO/WO date: 29/09/22		PO/WO No. 29/9/22453		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0660	15/10/22	1,11,510/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			1,11,510/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 112865	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:			1,11,510/-
Amount E – PO / WO value:			2,08,034/-
Amount F – Difference (A – E):			96,524/-
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		31/10/22	
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

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



(ORIGINAL FOR RECIPIENT)

Invoice No. OHTC/0660
Ref. No.

Dated 15-Oct-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			
92453-170250				NIL dt. 15-Oct-22			
29-Sep-22		Through : COLL BY YOUR REP					
SI No	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	DORSET SS CYLINDRICAL LOCK ETTOSM(SS)	8301	100.00 Nos	515.00	Nos		51,500.00
2	DORSET SS BEARING HINGES HG1151SS - 4"	8302	200.00 Nos	215.00	Nos		43,000.00
							94,500.00
CGST							8,505.00
SGST							8,505.00
			Total	300.00 Nos			₹ 1,11,510.00

Amount Chargeable (in words)

E. & O.E

INR One Lakh Eleven Thousand Five Hundred Ten Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8301	51,500.00	9%	4,635.00	9%	4,635.00	9,270.00
8302	43,000.00	9%	3,870.00	9%	3,870.00	7,740.00
Total	94,500.00		8,505.00		8,505.00	17,010.00

Tax Amount (in words) : INR Seventeen Thousand Ten Only

Company's GSTIN/UIN : 36AAAF05758M1ZR

Company's PAN : AAFA05758M



for OVERSEAS HARDWARE & TOOLS CENTRE

Authorised Signatory

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

GSTIN : 36AAAF05758M1ZR

For OVERSEAS HARDWARE & TOOLS CENTRE

Partner

Purchase Order

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01-10-2022 15:11:14

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



92453

16.09.22 3:27:07

Supplier Details

Overseas Hardware & Tools Centre
Shop no.2, 62-D, Happy trade centre, S.D.Road, Secunderabad

GSTIN 36AAAF05758M1ZR

040-27800734

9989000633

Doc No	92453	170250
Doc Date	29-09-2022	
Quote No	Nil	
Quote Date	28-09-2022	
SupplyType	Supply	

Kind Attn : MD. Hussain

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 854100 - HARD-Hardware - Mortise Lock--Dorset - - - Nos	10.00	1,800.00	0.00	18.00	21,240.00
2 547600 - HARD-Hardware - Cylinderacal Lock--Dorset - - - Nos	120.00	515.00	0.00	18.00	72,924.00
3 205800 - HARD-Hardware - SS Hinges-Per 1 piece-Dorset - - - Nos	400.00	215.00	0.00	18.00	101,480.00
4 647800 - HARD-Hardware - Magnetic door stopper-- - - - Nos	100.00	105.00	0.00	18.00	12,390.00
Total Order Value . . .					208,034.00

Rupees : Two Lakh(s) Eight Thousand Thirty Four Only.

Terms and Conditions :-

Specification / Hardware is ~~dorma~~ ^{Dorset} Brand

Payment Terms 50% advance balance after delivery

Tax Inclusive of all GST taxes

Delivery Date within 7 days.

Delivery Location Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penalty For Delay Nil

Transportation Extra.

Warranty Hardware mortise lock 5 years warranty, cylindrical lock and hinges 1 yr, manufacturing warranty.

Advance Paid Rs. 1,04,017/-, by RTGS/NEFT, dated 03-10-22

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for stock replenishing purpose.

Completion Date Nil

Measurement 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.'

PART DELIVERY DETAILS			
S.no.	Bill no.	Bill Dt.	Amount
1.	0647	12/10	96,524
2.	0660	15/10	1,11,510/-
3.			
4.			
5.			

For **Summit Sales LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Overseas Hardware & Tools Centre**

Name : _____

Date : __/__/__

Estimate

Page(s), 1 Of 1

30-09-2022 12:25:47 PM

Original Office Copy - Please Retain

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 36AAAF05758M1ZR

040-27800734

9989000633

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Quote Date	28-09-2022	
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For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☒ Approval for technical details/clarification
- ☐ Replenishing SLLP stock
- ☐ Other



For **Summit Sales LLP**

Authorised Signatory

Venun 30/09/22

Accepted the above Terms And Conditions

For **Overseas Hardware & Tools Centre**

Name : _____

Name : _____

Date : __/__/__

Contact : __

Requisition Form													
Company Name:		SSLLP		Date:		28.09.2022							
Site & Phase :		SHLLP		Time:		12:00							
Supplier:				Req. No.		170250							
Material required before date:				ID No.		80161							
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date							
1	DOOR1041-Doors-Panel door-2Panel --825Wx2075HMMx32MM-Nos	20	22	20									
2	DOOR1639-Doors-Panel door-2Panel --675Wx2075HMMx32MM-Nos	20	37	20									
3	HARD8541-Hardware-Mortise Lock--Dorset--Nos	10	13	10									
4	HARD5476-Hardware-Cylinderacal Lock--Dorset--Nos	120	0	120									
5	HARD2058-Hardware-SS Hinges-Per 1 piece-Dorset--Nos	400	28	400									
6	HARD6478-Hardware-Magnetic door stopper----Nos	100	58	100									
7	DOOR3345-Doors-Panel door-2Panel --975Wx2025HMMx32MM-Nos	10	10	10									
8													
9													
10													
Remarks:		For Stock Replanish purpose.											
Engineer		Project Manager		Purchase		MD							
Prepared By:		P.Ramya											
Approved By:		Prabhakar											
Sign & Date:													

APPROVED BY	28 SEP 2022
APPROVED	30 SEP 2022
P. VENKATESHWARLU	S. RAM MOULI
MANAGER PURCHASE	MANAGING DIRECTOR