PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	17/11/22	Prepared by	Minish	Serial no.	10556
Supplier name	Overseas Hardware & Tools Centre			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	31/10/22	PO/WO No.	93412	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0740	10/11/22	60,888/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			60,888/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	113736	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:			60,888
Amount E – PO / WO value:			1,07,793/-
Amount F – Difference (A – E):			46,905/-
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	21/11/22		
Remarks:	Final bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		17 NOV 2022			
Date		MINISH PARIKH			
Approval limit	Upto 20k	Above 20k 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/0740** Dated **10-Nov-22**
Ref. No.

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
93412-170326 31-Oct-22	Through : COLL BY YOUR REP	NIL dt. 10-Nov-22

Sl No.	Description of Goods and Services	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**DORSET SS CYLINDERICAL LOCK ETTOSM(SS)**	8301	**90.00 Nos**	515.00	Nos		**46,350.00**
2	**SS MAGNETIC DOOR HOLDER**	8302	**50.00 Nos**	105.00	Nos		**5,250.00**
							51,600.00
	CGST						**4,644.00**
	SGST						**4,644.00**
	Total		**140.00 Nos**				**₹ 60,888.00**

INWARD
Inward No. 18962 Dt: 11/11/22
MRN No: 113736. Dt: 13/11/22
Received By: Sign:
SUMMIT SALES LLP

9246364748

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

INR Sixty Thousand Eight Hundred Eighty Eight Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8301	46,350.00	9%	4,171.50	9%	4,171.50	8,343.00
8302	5,250.00	9%	472.50	9%	472.50	945.00
9969		9%		9%		
Total	**51,600.00**		**4,644.00**		**4,644.00**	**9,288.00**

Tax Amount (in words) : **INR Nine Thousand Two Hundred Eighty Eight Only**
Company's GSTIN/UIN : **36AAAFO5758M1ZR**
Company's PAN : **AAAFO5758M**

SUMMIT SALES LLP R.R. DIST. IN WARD No: 10567 Date: 17/11/22 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

 31-10-2022 4:33:44 PM

Purchase Order

93412
18.10.22 2:23:38

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	**Doc No**	93412	170326
	Doc Date	31-10-2022	
	Quote No	nil	
GSTIN 36AAAFO5758M1ZR	**Quote Date**	28-10-2022	
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	854100 - HARD-Hardware - Mortise Lock--Dorset - - - Nos	10.00	1,825.00	0.00	18.00	21,535.00
2	547600 - HARD-Hardware - Cylinderacal Lock--Dorset - - - Nos	90.00	515.00	0.00	18.00	54,693.00
3	205800 - HARD-Hardware - SS Hinges-Per 1 piece-Dorset - - - Nos	100.00	215.00	0.00	18.00	25,370.00
4	647800 - HARD-Hardware - Magnetic door stopper-- - - - Nos	50.00	105.00	0.00	18.00	6,195.00
					Total Order Value . . .	**107,793.00**

Rupees : One Lakh(s) Seven Thousand Seven Hundred Ninty Three 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.53,897/-, by RTGS/NEFT,
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

APPROVED BY
02 NOV 2022
SOHAM MODI
MANAGING DIRECTOR

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	0713	1-11-22	46,905.00
2.	0740	10/11/22	60,888/-
3.			
4.			
5.			

For *Summit Sales LLP*

Authorised Signatory

Name : 01/11/22

Accepted the above Terms And Conditions

For *Overseas Hardware &Tools Centre*

Name : ____

Date : __/__/____

Requisition Form						
Company Name:	SSLLP	Date:	28.10.2022			
Site & Phase :	SHLLP	Time:				
Unit No./Block No.						
Supplier:		Req. No.	170326			
Material required before date:		ID No.	81015			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD8541-Hardware-Mortise Lock--Dorset--Nos	10	17	10		
2	HARD5476-Hardware-Cylinderacal Lock--Dorset--Nos	90	66	90		
3	HARD2058-Hardware-SS Hinges-Per 1 piece-Dorset--Nos	100	472	100		
4	HARD6478-Hardware-Magnetic door stopper----Nos	50	117	50		
5						
6						
7						
8						
9						
10						
Remarks:	For Stock Repleneshing Purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	Vanajakshi					
Approved By:	Minish					
Sign & Date:						

PO° 93412

Overs

Copy
92840

APPROVED BY
2 OCT
SOHAM MODI
MANAGING DIRECTOR