PURCHASE DIVISION
Advice for approval for credit to supplier

1

Date:	18/01/23	Prepared by	Kalpana	Serial no.	**13019**
Supplier name	Overseas Hardware & Tools Centre			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	12/01/23	PO/WO No.	96116	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	OHTC /10972	13/01/23	1,04,784/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,04,784/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	116288	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:	1,04,784/-
Amount E – PO / WO value:	1,25,700/-
Amount F – Difference (A – E):	20,916/-
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	23/01/23
Remarks:	Part Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		APPROVED 19 JAN 2023 MINISH PARIKH MANAGER PROCUREMENT			
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

Hettich INTERNATIONAL dorset ARCHIS HÄFELE FUNCTIONALITY FOR YOU Yale KICH

(ORIGINAL FOR RECIPIENT)

e-Way Bill No.:
Invoice No. **OHTC/0972**
Ref. No.

Dated **13-Jan-23**

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

Dispatch Doc No.
Through : COLLECTED BY YOUR PERSON

Delivery Note
PO 96116 dt. 13-Jan-23

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**DORSET SDORSS MORTISE HANDLE SET** *19MM WITH LOCK & CYLINDER KEY & KNOB*	8302	**10.00 SET**	1,825.00	SET		**18,250.00**
2	**DORSET SS CYLINDERICAL LOCK ETTOSM(SS)**	8301	**60.00 Nos**	515.00	Nos		**30,900.00**
3	**DORSET SS BEARING HINGES HG1151SS - 4"**	8302	**160.00 Nos**	215.00	Nos		**34,400.00**
4	**SS MAGNETIC DOOR HOLDER**	8302	**50.00 Nos**	105.00	Nos		**5,250.00**
							88,800.00
	CGST						**7,992.00**
	SGST						**7,992.00**
	Total						**₹ 1,04,784.00**

INWARD
Inward No. 19285 Dt: 12/1/23
MRN No: 116288 Dt: 16/01/23
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP IN WARD No: 10415 Date: 15/1/23 Sign: R.R. DIST.

E. & O.E

Amount Chargeable (in words)
INR One Lakh Four Thousand Seven Hundred Eighty Four Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8302	57,900.00	9%	5,211.00	9%	5,211.00	10,422.00
8301	30,900.00	9%	2,781.00	9%	2,781.00	5,562.00
Total	**88,800.00**		**7,992.00**		**7,992.00**	**15,984.00**

Tax Amount (in words) : **INR Fifteen Thousand Nine Hundred Eighty Four 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

96116
10.01.23 4:03:09

 12-01-2023 15:35:21

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	96116	170679
Doc Date	12-01-2023	
Quote No	nil	
Quote Date	07-01-2023	
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	15.00	1,825.00	0.00	18.00	32,302.50
2	547600 - HARD-Hardware - Cylinderacal Lock--Dorset - - - Nos	60.00	515.00	0.00	18.00	36,462.00
3	205800 - HARD-Hardware - SS Hinges-Per 1 piece-Dorset - - - Nos	200.00	215.00	0.00	18.00	50,740.00
4	647800 - HARD-Hardware - Magnetic door stopper-- - - - Nos	50.00	105.00	0.00	18.00	6,195.00
	Total Order Value . . .					**125,699.50**

Rupees : One Lakh(s) Twenty Five Thousand Six Hundred Ninty Nine and Paise Fifty 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. 62,850/-, 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
- [x] 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.	0972	13/01/23	1,04,784/-
2.			

APPROVED BY
12 JAN 2023
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*
Authorised Signatory
12/01/2023

Name :

Name :

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

Date : _/_/__

Requisition Form

Company Name: SSLLP | Date: 07.01.2023

Site & Phase : SHLLP | Time: 11:00:00

Unit No./Block No.

Supplier:

Material required before date: | Req. No. 170679

ID No. 83338

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD6258-Hardware-Mortise Lock----Nos	15	5	15		
2	HARD3459-Hardware-Cylinderacal Lock--Dorset--Nos	60	71	60		
3	HARD3480-Hardware-SS Hinges-Per 1 piece-Dorset--Nos	200	40	200		
4	HARD3806-Hardware-Door Stopper----Nos	50	119	50		
5	HARD9920-Hardware-Safety Padlock--SH PLLS-6lever-Nos	20	0	20		
6						
7						
8						
9						
10						

PO096116.

Remarks: For Stock Replenishing purpose

	Engineer	Project Manager	Purchase	MD
Prepared By:	M.Asha jyothi			
Approved By:	Minish			
Sign & Date:				

APPROVED BY
09 JAN 2023
SOHAM MODI
MANAGING DIRECTOR