PURCHASE DIVISION
Advice for approval for credit to supplier

13786

| | | | | | |
|---|---|---|---|---|---|
| Date: | 28/01/23 | Prepared by | Kalpana | Serial no. | 13786 |
| 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/0996 | 24/01/23 | 20,916/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 20,916/- |

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

| | | | |
|---|---|---|---|
| MRN nos.: | 116679 | 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: | 20,916/- |
| Amount E – PO / WO value: | 1,25,700/- |
| Amount F – Difference (A – E): | 1,04,784/- |
| 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 | 06/02/23 |
| Remarks: | Final Bill |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | APPROVED | | | |
| Sign: | | 30 JAN 2023 | | | |
| Date | | MINISH PARIKH MANAGER PROCUREMENT | | | |
| 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 | dorsët | ARCHIS | HÄFELE FUNCTIONALITY FOR YOU | Yale | KICH

*(ORIGINAL FOR RECIPIENT)*

Invoice No. **OHTC/0996**
Ref. No.

Dated **24-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

| Order No. | Dispatch Doc No. | Delivery Note |
|---|---|---|
| 96116-170679<br>12-Jan-23 | Through : COLL BY YOUR REP | NIL dt. 24-Jan-23 |

| Sl No. | Description of Goods and Services | HSN/SAC | Quantity | Rate | per | Disc. % | Amount |
|---|---|---|---|---|---|---|---|
| 1 | **DORSET SDORSS MORTISE HANDLE SET**<br>*19MM WITH LOCK & CYLINDER KEY & KNOB* | 8302 | **5.00 SET** | 1,825.00 | SET | | **9,125.00** |
| 2 | **DORSET SS BEARING HINGES HG1151SS - 4"** | 8302 | **40.00 Nos** | 215.00 | Nos | | **8,600.00** |
| | | | | | | | 17,725.00 |
| | ***CGST*** | | | | | | **1,595.25** |
| | ***SGST*** | | | | | | **1,595.25** |
| | ***Round Off*** | | | | | | **0.50** |
| | Total | | | | | | **₹ 20,916.00** |

INWARD
Inward No. 19326 Dt: 24/1/23
MRN No: 116679 Dt: 25/01/23
Received By:
Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 10486?
Date: 27/1/23
Sign:

Amount Chargeable (in words)

*E. & O.E*

**INR Twenty Thousand Nine Hundred Sixteen Only**

| HSN/SAC | Taxable Value | Central Tax | | State Tax | | Total Tax Amount |
|---|---|---|---|---|---|---|
| | | Rate | Amount | Rate | Amount | |
| 8302 | 17,725.00 | 9% | 1,595.25 | 9% | 1,595.25 | 3,190.50 |
| 9969 | | 9% | | 9% | | |
| **Total** | **17,725.00** | | **1,595.25** | | **1,595.25** | **3,190.50** |

Tax Amount (in words) : **INR Three Thousand One Hundred Ninety and Fifty paise 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

 12-01-2023 15:35:21

96116
10.01.23 4:03:09

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** | 96116 | 170679 |
| Shop no.2, 62-D, Happy trade centre, S.D.Road, Secunderabad | **Doc Date** | 12-01-2023 | |
| | **Quote No** | nil | |
| **GSTIN** 36AAAFO5758M1ZR | **Quote Date** | 07-01-2023 | |
| 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 | 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<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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. | | | |
| 3. | | | |
| 4. | | | |

APPROVED BY
12 JAN 2023
SOHAM MODI
MANAGING DIRECTOR

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

Name :

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

Name :

Date : __/__/____

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Requisition Form | | | | | | | |
| Company Name: | SSLLP | | | | | | |
| Site & Phase : | SHLLP | Date: | 07.01.2023 | | | | |
| Unit No./Block No. | | Time: | 11:00:00 | | | | |
| 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 | | | | | | |
| 2 | HARD3459-Hardware-Cylinderacal Lock--Dorset--Nos | 15 | 5 | 15 | | | |
| 3 | HARD3480-Hardware-SS Hinges-Per 1 piece-Dorset--Nos | 60 | 71 | 60 | | | |
| 4 | HARD3806-Hardware-Door Stopper----Nos | 200 | 40 | 200 | | | |
| 5 | HARD9920-Hardware-Safety Padlock--SH PLLS-6lever-Nos | 50 | 119 | 50 | | | |
| 6 | | 20 | 0 | 20 | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| Remarks: | For Stock Replenishing purpose | | | | | | |
| | Engineer | Project Manager | | Purchase | MD | | |
| Prepared By: | M.Asha jyothi | | | | | | |
| Approved By: | Minish | | | | | | |
| Sign & Date: | | | | | | | |

PO8 96116.

APPROVED BY
09 JAN 2023
SOHAM MODI
MANAGING DIRECTOR