PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/02/2023	Prepared by	MINISH	Serial no.	14621
Supplier name	Overseas Hardware & Tool's Centre			HO inward no.	
Firm/Company	SSLLP.	Project	SHLLP.	HO received date	
PO/WO date	03/02/2023	PO/WO No.	96775.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1073.	13/02/2023	11,635/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		11,635/-	
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.: 117458.		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:	11,635/-
Amount E – PO / WO value:	17,594/-
Amount F – Difference (A – E):	5,959/-

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	Rs/- 8,797/- Advance Paid
Remarks: Part Quantity received.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED			
Sign:		15 FEB 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/1073**
Ref. No.

Dated **13-Feb-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
96775-170766 3-Feb-23	Through : COLL BY YOUR REP	NIL dt. 13-Feb-23

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**SS PAN HEAD SCREWS 6 X 25MM**	7318	**2,000.00 Nos**	1.15	Nos		**2,300.00**
2	**SS CSK SCREWS 6 X 32MM**	7318	**1,000.00 Nos**	1.35	Nos		**1,350.00**
3	**SS PAN HEAD SCREWS 8 X 32MM**	7318	**2,000.00 Nos**	1.98	Nos		**3,960.00**
4	**SS PAN HEAD SCREWS 8 X 38MM**	7318	**1,000.00 Nos**	2.25	Nos		**2,250.00**
							9,860.00
	CGST						**887.40**
	SGST						**887.40**
	Round Off						**0.20**
	Total		**6,000.00 Nos**				**₹ 11,635.00**

E. & O.E

INWARD
No. 19416 Dt: 14/2/23
No: 117458 Dt: 15/2/23
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No. 105858
Date: 15/2
Sign:
R.R. DIST.

Amount Chargeable (in words)
INR Eleven Thousand Six Hundred Thirty Five Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
7318	9,860.00	9%	887.40	9%	887.40	1,774.80
Total	**9,860.00**		**887.40**		**887.40**	**1,774.80**

Tax Amount (in words) : **INR One Thousand Seven Hundred Seventy Four and Eighty paise Only**
Company's GSTIN/UIN : **36AAAFO5758M1ZR**
Company's PAN : **AAAFO5758M**

for OVERSEAS HARDWARE & TOOLS CENTRE

Authorised Signatory

GSTIN : 36AAAFO5758M1ZR

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

For OVERSEAS HARDWARE & TOOLS CENTRE

Partner

Purchase Order

 03-02-2023 14:00:27

96775
28.01.23 12:54:54

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**	96775	170766
Shop no.2, 62-D, Happy trade centre, S.D.Road, Secunderabad	**Doc Date**	03-02-2023	
	Quote No	nil	
GSTIN 36AAAFO5758M1ZR	**Quote Date**	28-01-2023	
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	759000 - HARD-Hardware - SS Screws -Pan Head- - 6x25mm - Pkts *100No's per packet*	20.00	115.00	0.00	18.00	2,714.00
2	432700 - HARD-Hardware - SS Screws -Pan Head- - 6x32mm - Pkts *100No's per packet*	20.00	135.00	0.00	18.00	3,186.00
3	462400 - HARD-Hardware - SS Screws -Pan Head- - 6x50mm - Pkts *100No's per packet*	10.00	235.00	0.00	18.00	2,773.00
4	130700 - HARD-Hardware - SS Screws -CSK Head- - 6x32mm - Pkts *100No's per packet*	10.00	135.00	0.00	18.00	1,593.00
5	280200 - HARD-Hardware - SS Screws-Pan Head- - 8x32mm - Pkts *100No's per packet*	20.00	198.00	0.00	18.00	4,672.80
6	364700 - HARD-Hardware - SS Screws -Pan Head- - 8x38mm - Pkts *100No's per packet*	10.00	225.00	0.00	18.00	2,655.00
					Total Order Value . . .	**17,593.80**

Rupees : Seventeen Thousand Five Hundred Ninty Three and Paise Eighty Only.

Terms and Conditions :-

Specification /	Hardware is 'OMNI ' 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	Nil
Advance Paid	Rs. 8,797/-, 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

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	1073	13/02/23	11,635/-
2.			
3.			
4.			

Bal → 5,959/-

Accepted the above Terms And Conditions

For ***Overseas Hardware &Tools Centre***

Date : __/__/____

Name : ____________________

For ***Summit Sales LLP***

Authorised Signatory

03/02/2023

Name : ____________________

Purchase Order

 03-02-2023 14:00:27 Original / Office Co

site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent b

For **Summit Sales LLP**

Authorised Signatory

Name : 03/02/2023

Name :

Accepted the above Terms And Conditions

For ***Overseas Hardware &Tools Centre***

Date : __/__/____

Requisition Form

Company Name: SSLLP

Site & Phase : SHLLP

Date: 28.01.2023

Unit No./Block No.

Time: 11:00:00

Supplier:

Material required before date:

Req. No. 170766

ID No. 83865

PO 96775

S No	Item		Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD9632-Hardware-SS Screws -Pan Head--6x25mm-Pkts	759	20	0	20		
2	HARD1945-Hardware-SS Screws -Pan Head--6x32mm-Pkts	4327	20	0	20		
3	HARD3593-Hardware-SS Screws -Pan Head--6x50mm-Pkts	4624	10	6	10		
4	HARD4624-Hardware-SS Screws -CSK Head--6x32mm-Pkts	13070	10	1	10		
5	HARD7590-Hardware-SS Screws-Pan Head--8x32mm-Pkts	2802	20	0	20		
6	HARD1982-Hardware-SS Screws -Pan Head--8x38mm-Pkts	3647	10	2	10		
7							
8							
9							
10							

overseas Hardware

Remarks: For Stock Replenishing purpose

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

APPROVED BY
30 JAN 2023
SOHAM MODI
MANAGING DIRECTOR