PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/02/2023	Prepared by	MINISH	Serial no.	**14619**
Supplier name	Overseas Hardware & Tool's Centre			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP.	HO received date	
PO/WO date	10/02/2023	PO/WO No.	97048.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1074	13/02/2023.	1,17,823/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		1,17,823/-	
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	117457.	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:	1,17,823/-
Amount E – PO / WO value:	1,17,823/-
Amount F – Difference (A – E):	NIL.
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	50% Advance Paid. RS/- 58,912/-
Remarks:	

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

APPROVED
15 FEB 2023
MINISH PARIKH
MANAGER PROCUREMENT

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)

Invoice No. **OHTC/1074**
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
97048-170836 10-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	**DORSET SS CYLINDERICAL LOCK ETTOSM(SS)**	8301	**90.00 Nos**	515.00	Nos		**46,350.00**
2	**DORSET SS BEARING HINGES HG1151SS - 4"**	8302	**200.00 Nos**	215.00	Nos		**43,000.00**
3	**SS MAGNETIC DOOR HOLDER**	8302	**100.00 Nos**	105.00	Nos		**10,500.00**
							99,850.00
	CGST						**8,986.50**
	SGST						**8,986.50**
	Total		**390.00 Nos**				**₹ 1,17,823.00**

INWARD
Inward No. 19417 Dt. 14-2-23
GRN No. 117457 Dt. 15/2/23
Received By:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No. 10559
Date: 15/2
Sign:

Amount Chargeable (in words)

E. & O.E

INR One Lakh Seventeen Thousand Eight Hundred Twenty Three 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	53,500.00	9%	4,815.00	9%	4,815.00	9,630.00
Total	**99,850.00**		**8,986.50**		**8,986.50**	**17,973.00**

Tax Amount (in words) : **INR Seventeen Thousand Nine Hundred Seventy Three 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

19417

Purchase Order

 10-02-2023 14:34:05 O

97048
08.02.23 3:15:06

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**	97048	170836
Shop no.2, 62-D, Happy trade centre, S.D.Road, Secunderabad	**Doc Date**	10-02-2023	
	Quote No	nil	
GSTIN 36AAAFO5758M1ZR	**Quote Date**	09-02-2023	
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	547600 - HARD-Hardware - Cylinderacal Lock--Dorset - - - Nos	90.00	515.00	0.00	18.00	54,693.00
2	205800 - HARD-Hardware - SS Hinges-Per 1 piece-Dorset - - - Nos	200.00	215.00	0.00	18.00	50,740.00
3	647800 - HARD-Hardware - Magnetic door stopper-- - - - Nos	100.00	105.00	0.00	18.00	12,390.00
					Total Order Value . . .	**117,823.00**

Rupees : One Lakh(s) Seventeen Thousand Eight Hundred Twenty 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. 58,912/-, 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

APPROVED BY
11 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

For *Summit Sales LLP*
Authorised Signatory
Name : 10/02/2023

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

Name :

Date : __/__/____

Requisition Form

Company Name: SSLLP

Site & Phase : SHLLP

Unit No./Block No.

Supplier:

Material required before date:

Date: 09.02.2023

Time: 11:00:00

Req. No. 170836

ID No. 84214

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD3459-Hardware-Cylinderacal Lock--Dorset--Nos	90	120	90		
2	HARD3480-Hardware-SS Hinges-Per 1 piece-Dorset--Nos	200	461	200		
3	HARD3806-Hardware-Door Stopper----Nos	100	135	100		
4						
5						
6						
7						
8						
9						
10						

PO — 97048.

Remarks: For Stock Replenishing purpose

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

APPROVED BY
09 FEB 2023
SOHAM MODI
MANAGING DIRECTOR