

PURCHASE DIVISION
Advice for approval for credit to supplier



Date: 28/02/28		Prepared by: Asha Jyothi		Serial no. 15231	
Supplier name: Overseas Hardware & Tools Centre		Project: SHLP		HO inward no.	
Firm/Company: SHLP		PO/WO No. 97894		HO received date	
PO/WO date: 22/02/28				Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	OHTC / 1121	24/02/28	29,919/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			29,919/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 117834	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:			29,919/-
Amount E – PO / WO value:			29,919/-
Amount F – Difference (A – E):			=
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		06/03/28	
Remarks: Final bill			

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

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



(ORIGINAL FOR RECIPIENT)

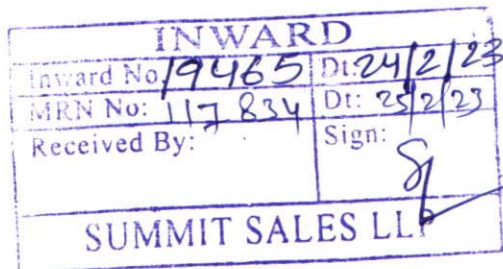
Invoice No. OHTC/1121
Ref. No.

Dated 24-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. 97394 22-Feb-23		Dispatch Doc No. Through : COLLECTED		Delivery Note NIL dt. 24-Feb-23			
Sl No.	Description of Goods and Services	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	DORSET SS MORTISE LOCK SET HL170 ✓	8301	10.00 SET	4,610.00	SET	45 %	25,355.00
	CGST						2,281.95
	SGST						2,281.95
	Round Off						0.10
Total			10.00 SET				₹ 29,919.00



Amount Chargeable (in words)

E. & O.E

INR Twenty Nine Thousand Nine Hundred Nineteen Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8301	25,355.00	9%	2,281.95	9%	2,281.95	4,563.90
9969		9%		9%		
Total	25,355.00		2,281.95		2,281.95	4,563.90

Tax Amount (in words) : INR Four Thousand Five Hundred Sixty Three and Ninety paise Only

Company's GSTIN/UIN : 36AAAF05758M1ZR

Company's PAN : AAAF05758M



for OVERSEAS HARDWARE & TOOLS CENTRE

Authorised Signatory

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

GSTIN : 36AAAF05758M1ZR

For OVERSEAS HARDWARE & TOOLS CENTRE

Partner

Purchase Order

Page(s) 1 Of 1

22-02-2023 12:05:12



97394

08.02.23 3:48:31

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 36AAAF05758M1ZR

040-27800734

9989000633

Doc No

97394

170896

Doc Date

22-02-2023

Quote No

nil

Quote Date

21-02-2023

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	10.00	4,610.00	45.00	18.00	29,918.90
Total Order Value . . .					29,918.90

Rupees : Twenty Nine Thousand Nine Hundred Eighteen and Paise Ninty Only.

Terms and Conditions :-**Specification /** Hardware is Dorset Brand**Payment Terms** 50% advance balance after 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**Penalty For Delay** Nil**Transportation** Extra.**Warranty** Hardware mortise lock 5 years warranty, cylindrical lock and hinges 1 yr, manufacturing warranty.**Advance Paid** Rs. 14,960/-, 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**Measurement** 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 **Summit Sales LLP**

Authorised Signatory

Name : _____

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:

S No Item

1 HARD6258-Hardware-Mortise Lock----Nos

968896
96896
96896

2

3

4

5

6

7

8

9

10

Remarks: For Stock Replenishing purpose

Engineer

Prepared By: M.Asha jyothe

Approved By: Minish

Sign & Date:

Date: 21.02.2023

Time: 11:00:00

Req. No. 170896

ID No. 84501

Qty required Qty available at site Order Qty Inward No Inward Date

10 10

Project Manager

APPROVED
Purchase

21 FEB 2023

MINISH PARIKH
MANAGER PROCUREMENT

MID