

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 08/03/23		Prepared by: Minish		Serial no. 15578	
Supplier name: Overseas Hardware & Tools Centre				HO inward no.	
Firm/Company: SSCUP		Project: SHUP		HO received date	
PO/WO date: 28/02/23		PO/WO No. 97638		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	04TC/1141	2/03/23	89,757/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 89,757/-

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

MRN nos.: 118096	Proof of delivery matches MRN ☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 89,757/-

Amount E – PO / WO value: 89,757/-

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: 50% Advance Paid

Remarks: final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date		09 MAR 2023			
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/1141
Ref. No.

Dated 2-Mar-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. 97638-170904 28-Feb-23		Dispatch Doc No. Through : COLL BY YOUR REP		Delivery Note NIL dt. 2-Mar-23			
Sl No.	Description of Goods and Services	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	DORSET SS MORTISE LOCK SET HL170	8301	30.00 SET	4,610.00	SET	45 %	76,065.00
							CGST SGST Round Off
							6,845.85 6,845.85 0.30
Total			30.00 SET				₹ 89,757.00

Amount Chargeable (in words)

E. & O.E

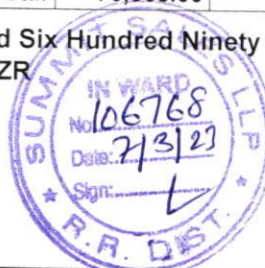
INR Eighty Nine Thousand Seven Hundred Fifty Seven Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8301	76,065.00	9%	6,845.85	9%	6,845.85	13,691.70
9969		9%		9%		
Total	76,065.00		6,845.85		6,845.85	13,691.70

Tax Amount (in words) : INR Thirteen Thousand Six Hundred Ninety One and Seventy paise Only

Company's GSTIN/UIN : 36AAAF05758M1ZR

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 : 36AAAF05758M1ZR

For OVERSEAS HARDWARE & TOOLS CENTRE

Partner

Purchase Order

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28-02-2023 12:48:33



16.02.23 5:15:18

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	97638	170904
Doc Date	28-02-2023	
Quote No	nil	
Quote Date	23-02-2023	
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	30.00	4,610.00	45.00	18.00	89,756.70
Total Order Value . . .					89,756.70

Rupees : Eighty Nine Thousand Seven Hundred Fifty Six and Paise Seventy Only.

Terms and Conditions :-

Specification / Hardware is Dorset Brand

Payment Terms 50% advance balance after delivery

Tax Inclusive of all GST taxes

Delivery Date within 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. 44,879/-, 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 MDs APPROVAL

- ☒ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SLLP stock
- ☐ Other

APPROVED BY

01 MAR 2023

SOHAM MODI
MANAGING DIRECTOR

For **Summit Sales LLP**

Authorised Signatory

Name :

28/02/2023

Name :

Accepted the above Terms And Conditions

For **Overseas Hardware & Tools Centre**

Date : / /

Requisition Form

Company Name: SLLP

Site & Phase: SHLLP

Unit No./Block No.

Supplier:

Material required
before date:

Date: 23.02.2023

Time: 11:00:00

Req. No. 170904

ID No. 84681

S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD6258-Hardware-Mortise Lock----Nos	30 ✓	3	30		
2	HARD3459-Hardware-Cylindrical Lock--Dorset--Nos	48 ✓	119	48		
3	HARD3480-Hardware-SS Hinges-Per 1 piece-Dorset--Nos	200 ✓	120	200		
4	HARD3806-Hardware-Door Stopper----Nos	50 ✓	150	50		
5						
6						
7						
8						
9						
10						

Pos 97627
Pos 97628

Remarks: For Stock Replenishing purpose

Engineer

Prepared By: M.Asha jyothis

Approved By: Minish

Sign & Date:

Project
Manager

Purchase

MD

APPROVED BY

25 FEB 2023

SOHAM MODI
MANAGING DIRECTOR