

PURCHASE DIVISION
Advice for approval for credit to supplier

	20-6-23	Prepared by	S. Jaysudha	Serial no.	19607
Supplier name	Overseas Hardware & Tools Centre			HO inward no.	
Supplier/Company	SS LLP	Project	SS LLP @ VSC	HO received date	
PO/WO date	4-4-23	PO/WO No.	20230404020	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0029	11-4-23	33,021/-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No

Amount A – Bills total (Excluding Transport & Hamali Charges): 33,021/-

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

MRN nos.:	20230411025	Proof of delivery matches MRN	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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: 33,021/-

Amount E – PO / WO value: 1,10,420/-

Amount F – Difference (A – E): 77,399/-

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 26-6-23

Remarks: Final bill - 50% advance paid, balance to pay

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/0029
Ref. No.

Dated 11-Apr-23

part bill issue

TAX INVOICE

Scan Id :- 140814

MRN

Party : **SUMMIT SALES LLP**
5-4-187/3 & 4, 2ND.FLOOR, M.G.ROAD
SECUNDERABAD
GSTIN/UIN : 36ACQFS2044C1Z7
State Name : Telangana, Code : 36

SI No.	Description of Goods and Services	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	DORSET SS CYLINDERICAL LOCK ETTOSS	8301	48.00 Nos	583.00	Nos		27,984.00
							2,518.56
							2,518.56
							(-).12
	Total		48.00 Nos				₹ 33,021.00

INWARD
Inward No: 19646 Dt: 11/4/23
MRN No: 20230411025
Received By: *Suy*
SUMMIT SALES LLP

SUMMIT SALES LLP
IN WARD
No: 108659
Date: 26/4/23
Sign: *[Signature]*
R.R. DIST.

Amount Chargeable (in words)
INR Thirty Three Thousand Twenty One Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8301	27,984.00	9%	2,518.56	9%	2,518.56	5,037.12
9969		9%		9%		
Total	27,984.00		2,518.56		2,518.56	5,037.12

Tax Amount (in words) : **INR Five Thousand Thirty Seven and Twelve paise Only**
Company's GSTIN/UIN : 36AAAF05758M1ZR
Company's PAN : AAFO5758M

for OVERSEAS HARDWARE & TOOLS CENTRE

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

GSTIN : 36AAAF05758M1ZR

Authorised Signatory
[Signature] Partner
For OVERSEAS HARDWARE & TOOLS CENTRE