PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 22/1/22 | Prepared by | Hemendra | Serial no. | 171 |
| Supplier name | Overseas hardware + Tools Centre | | | HO inward no. | – |
| Firm/Company | SSUP | Project | SHUP | HO received date | – |
| PO/WO date | 14/1/22 | PO/WO No. | 84559 | Scan ID: | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 0755 | 17/1/22 | 1,01,400/- | ☑ Yes □ No |
| 2. | | | – | □ Yes □ No |
| 3. | | | – | □ Yes □ No |
| 4. | | | – | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 1,01,400/- |
| Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |
| MRN nos.: 102304 — 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: | 1,01,400/- |
| Amount E – PO / WO value: | 1,01,400/- |
| 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 | 29/1/22 |
| Remarks: | Paid 50,000/- |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Hemendra | APPROVED | | | |
| Sign: | [signature] | 25 JAN 2022 | | | |
| Date | 22/1/22 | 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




*(ORIGINAL FOR RECIPIENT)*

Invoice No. **OHTC/0755** Dated **17-Jan-22**
Ref. No.

**OVERSEAS HARDWARE & TOOLS CENTRE**

## 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 |
|---|---|---|
| 84559 / 169327<br>17-Jan-22 | Through : DELIVERED | NIL dt. 17-Jan-22 |

| Sl No. | Description of Goods and Services | HSN/SAC | Quantity | Rate | per | Disc. % | Amount |
|---|---|---|---|---|---|---|---|
| 1 | **DORSET SS MORTISE LOCK SET HL170** | 8301 | **16.00 SET** | 4,610.00 | SET | 45 % | **40,568.00** |
| 2 | **DORSET SS CYLINDERICAL LOCK ETTOSSS** | 8301 | **48.00 Nos** | 1,060.00 | Nos | 45 % | **27,984.00** |
| 3 | **DORSET SS BEARING HINGES HG1151SS** | 8302 | **80.00 Nos** | 395.00 | Nos | 45 % | **17,380.00** |
| | | | | | | | 85,932.00 |
| | ***CGST*** | | | | | | **7,733.88** |
| | ***SGST*** | | | | | | **7,733.88** |
| | ***Round Off*** | | | | | | **0.24** |
| | Total | | | | | | **₹ 1,01,400.00** |

INWARD
Inward No: 17537 Dt: 17/01/22
MRN No: 102364 Dt: 17/01/22
Received By: Sign:
SUMMIT SALES LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 8992
Date: 22/01
Sign:

Amount Chargeable (in words) *E. & O.E*

**INR One Lakh One Thousand Four Hundred Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| 8301 | 68,552.00 | 9% | 6,169.68 | 9% | 6,169.68 | 12,339.36 |
| 8302 | 17,380.00 | 9% | 1,564.20 | 9% | 1,564.20 | 3,128.40 |
| 1234 | | 9% | | 9% | | |
| 9969 | | 9% | | 9% | | |
| Total | **85,932.00** | | **7,733.88** | | **7,733.88** | **15,467.76** |

Tax Amount (in words) : **INR Fifteen Thousand Four Hundred Sixty Seven and Seventy Six paise 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**

# Purchase Order

84559
08.01.22 11:50:02

 21-01-2022 13:55:10

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** | 84559 | 169327 |
| Shop no.2, 62-D, Happy trade centre, S.D.Road, Secunderabad | **Doc Date** | 14-01-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AAAFO5758M1ZR | **Quote Date** | 14-01-2022 | |
| 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 | 2169 - Carpentry - hardware - SS Mortise Lock - other - nos | 16.00 | 4,610.00 | 45.00 | 18.00 | 47,870.24 |
| 2 | 2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos | 48.00 | 1,060.00 | 45.00 | 18.00 | 33,021.12 |
| 3 | 2285 - Carpentry - hardware - SS Hinges - Others - nos 4" | 80.00 | 395.00 | 45.00 | 18.00 | 20,508.40 |
| | | | | **Total Order Value . . .** | | **101,399.76** |

Rupees : One Lakh(s) One Thousand Three Hundred Ninty Nine and Paise Seventy Six Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | Hardware is Dorset |
| **Payment Terms** | 50% advance balanceafter delivery |
| **Tax** | Inclusive of all GST taxes |
| **Delivery Date** | with in 7 days. |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>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. 50,000-00, by RTGS/NEFT, dated.......... |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for stock revision, 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 ***Summit Sales LLP***

Authorised Signatory

Name :

Contact - -

Accepted the above Terms And Conditions

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

Name : ____________

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SUMMIT SALES LLP | Date: | 30-12-2021 |
| Site & Phase : | SUMMIT HOUSING LLP | Time: | 11:00PM |
| Supplier | | Req. No. | 169327 |
| Material required before date: | | ID No. | |

| S.No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Mortise Lock | | 16 | Nos | 12537 | 17/1/22 |
| 2 | Cylindrical Lock | | 48 | Nos | | |
| 3 | SS Hinges | | 80 | Nos | | |

| | | | |
|---|---|---|---|
| Remarks: For Stock Replenishing Purpose | | | |
| Prepared By | Vanajakshi | | |
| Sign.& Date | 30-12-2021 | Sign. & Date | |

Note: On receipt of material at site write inward number and date in last 2 columns.

APPROVED
3 1 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

PO- 84559.