PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 13/6/2020 | Prepared by: | K.R.Chagulu |
| PO/WO no. | 67296 | PO / WO Date. | 19/5/2020 |
| Supplier Name | Sri Raja Rajeshwara Trades | PO/WO amount | 11,802/- |
| Firm/Company | SSLLP | Project | SHLLP |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 47 | 6/6/2020 | 13,440/- |
| 2. | | | |
| 3. | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 13,440/- |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | — | — | 79651 | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount B –Other Credits : | — |
| Amount C –Other Debits : | — |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | 13,440/- |
| Amount E – PO / WO value: | 11,802/- |
| Amount F – Difference (A – E): | 1,638/- |

| | |
|---|---|
| Quantity received as per PO /WO | ☑ Yes □ Excess received □ Short received □ Other (explained below) |
| Is difference between PO / Bill acceptable? | ☑ Yes □ No (explained below) |
| Excess / short material received | ~~□ Approved – within~~ acceptable limits □ No (explained below) |
| Close PO / W?O | ☑ Yes □ No – wait for balance material □ No (explained below) |
| Advance paid / PDC given (deduct when paying) | □ ~~Yes – Rs. /-~~ □ No |
| Payment – due date | 22/8/2020 |

Remarks:

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | [signature] | [signature] | | | | | |
| Date | 13/6/2020 | 15/6 | | | | | |

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

Shop : 040-2771 8915, 6633 3915 **Resi** : 040-6666 4080
**Mob.** : 092463 63915, 93472 36012

# SRI RAJA RAJESHWARA TRADERS

RRT

Shop No.18, Hyderi Complex, Ranigunj, Secunderabad - 500 003.

***Dealers in :*** M.S.Wire, M.S.Wire Nails, G.I. Barbed Wire, G.I.St.Rods, Welding Electrodes, Welding Accessories, Wire Mesh, Hexwire Netting, Spades, Crow Bars, Screws, Ropes, Carbide, Bitumen Products, Tor Felt, Fibre Corrugated Sheets, Gamela,Nelton Mosquito Mesh, Sponges, Red Odixe Paint & General Hardware.

**Email : srrt3915@gmail.com, prpk67@gmail.com**

## CASH / CREDIT INVOICE

To
M/s. Summit SAlES LLP. M.G.Road Secbad

**Invoice No.:** 0047 Date: 6/6/2020
D.C. No.: Date:
P.O. No.: 67296 Date: 19-5-2020

Site : Summit Housing
LL/RR Truck No.:

Customer's GST No.: 36ACQFS2044Q1Z7
Payment Mode:

| Sl. No. | Quantity | Description of Goods | HSN CODE | GST | Rate Rs. Ps. | Amount Rs. Ps. |
|---|---|---|---|---|---|---|
| 1 | 12 | NO Rod Cutting Blade 14" | 6804 | 18% | 135/- | 1620/- |
| 2 | 36 | PAkt W/Rod | 8311 | 18% | 250/- | 9000/- |
| 3 | 25 | NO Rod Cutting Blade 4" | 6804 | 18% | 30/- | 750/- |
| | | | | | | 11,370/- |
| | | CGST | | 9% | | 1024/- |
| | | SGST | | 9% | | 1024/- |
| | | | | | | 13418/- |
| | | | | | | 22/- |
| | E. & O.E. | | | | | |
| Rupees | | | | | TOTAL | 13440/- |

MODI PROPERTIES (P) LTD. SEC'BAD
INWARD
No: 6649
Date: 11/6/20
Sign:

INWARD
Inward No: 10359 Dt: 6/6/20
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

INWARD
Inward No: 14241 Dt: 6/6/20
MRN No: 79651 Dt: 6/6/20
Received By: Sign:
SUMMIT SALES LLP

Certified by
Stores Manager

**GST No. : 36AEPPP5662Q1ZF**
**Subject to Secunderabad Jurisdicition**
1. Goods once sold will not be taken back or exchanged.
2. 24% Interest will be charged on bills remaining unpaid after due date.

**HDFC BANK,**
**PARADISE BRANCH.**
**A/C No. : 00422020001922**
**RTGS : HDFC0000042**

For **SRI RAJA RAJESHWARA TRADERS**

***Authorised Signatory***

# Purchase Order

 19-05-2020 14:04:46

67296
15.05.20 11:58:47

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

**Supplier Details**

Sri Raja Rajeshwara Traders
Shop No. 18, Hyderi complex, Ranigunj, Sec-Bad -500 003

**GSTIN** 36AEPPP5662Q1ZF 27718915.
276363915 9246363915

| | | |
|---|---|---|
| **Doc No** | 67296 | 14538 |
| **Doc Date** | 19-05-2020 | |
| **Quote No** | Nil | |
| **Quote Date** | 20-01-2019 | |
| **SupplyType** | Supply | |

**Kind Attn : Mr. Rajeshwar**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 9550 - Tools - Machine Blade - other - nos<br>*Cutting blade Norton 14"* | 12.00 | 135.00 | 0.00 | 18.00 | 1,911.60 |
| 2 | 9574 - Tools - Welding Rod - NA - nos | 36.00 | 212.00 | 0.00 | 18.00 | 9,005.76 |
| 3 | 9550 - Tools - Machine Blade - other - nos<br>*Cutting blade 4"* | 25.00 | 30.00 | 0.00 | 18.00 | 885.00 |
| | | | | | **Total Order Value . . .** | **11,802.36** |

Rupees : Eleven Thousand Eight Hundred Two and Paise Thirty Six Only.

## Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | As per details given in the quotation. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Next Day. |
| **Delivery Location** | Summit Housing LLP<br>Cherlapally,Behind Kingston PG college, Hyderabad<br>Phone. 9618244433, Hamendra,9502266233, Mahesh. |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Transport cost shall be borne by us. |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for MS Fabrication work purpose. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

For ***Summit Sales LLP***
Authorised Signatory

Name : 19/05/2020

Accepted the above Terms And Conditions
For ***Sri Raja Rajeshwara Traders***

Name : ____________

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SSLLP | Date: | 18.05.2020 |
| Site & Phase : | SHLLP | Time: | 01.00 |
| Supplier | | Req. No. | 14538 |
| Material required before date: | URGENT | ID No. | 56946 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | WELDING RODS | | 36 | BOXES | | |
| 2 | CUTTING WHEEL | 14" | 12 | NOS | | |
| 3 | CUTTING WHEEL | 4" | 25 | NOS | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| | | | | | | |

67296

| | | | |
|---|---|---|---|
| Remarks: DELIVERY AT SOV LLP | | | |
| Prepared By | SOWMYA | Approved by | |
| Sign.& Date | 18.05.2020 | Sign. & Date | 19/05/2020 |

APPROVED

MINISH PARIKH

MANAGER PROCUREMENT

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