PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 25/8/20. | Prepared by: | SOWMYA |
| PO/WO no. | 68899. | PO / WO Date. | 16/7/20 |
| Supplier Name | Sriraja rajeshwara Traders | PO/WO amount | 6,960 |
| Firm/Company | SS llp | Project | Shllp. |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 0224 | 19/8/20. | 8,050. |
| 2. | | | |
| 3. | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 8,050. |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | | | 8223 | □ 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: | | | | 8,050 |
| Amount E – PO / WO value: | | | | 6,960 |
| Amount F – Difference (A – E): | | | | |

| | |
|---|---|
| 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 | **29.8.2020** |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Sowmya | [signature] | | | | | |
| Date | 25/8/20 | 24/8 | | | | | |

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. 0224 Date : 19/8/2020
D.C. No. : Date :
P.O. No. : 68899 Date : 16/7/2020

Site : Summit Housing
LL/RR Truck No. :

Customer's GST No. : 36ACQFS2044C1Z7
Payment Mode :

| Sl. No. | Quantity | Description of Goods | HSN CODE | GST | Rate Rs. Ps. | Amount Rs. Ps. |
|---|---|---|---|---|---|---|
| 1 | 24 | PAKt W/Rod | 8311 | 18% | 250/- | 6000/- |
| 2 | 6 No | Rod Cutting 14" Blade | 6804 | 18% | 135/- | 810/- |
| | | | | | | 6810/- |
| | | CGST | | 9% | | 613/- |
| | | SGST | | 9% | | 613/- |
| | | | | | | 8036/- |
| | | | | | | 14/- |
| | | E. & O.E. | | | TOTAL | 8050/- |

INWARD
Inward No: 10391 Dt: 20/8/20
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

Certified by:
Stores Manager

INWARD
Inward No: 14750 Dt: 21/8/20
MRN No: 82223 Dt: 24/8/20
Received By: Sign:
SUMMIT SALES LLP

8050/-

68533
26/8

Rupees

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

 16-07-2020 15:45:17

68899
15.07.20 12:16:58

opy

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 | **Doc No** | 68899 | 14709 |
| Shop No. 18, Hyderi complex, Ranigunj, Sec-Bad -500 003 | **Doc Date** | 16-07-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AEPPP5662Q1ZF 27718915. | **Quote Date** | 20-01-2019 | |
| 276363915 9246363915 | **SupplyType** | Supply | |

**Kind Attn : Mr. Rajeshwar**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 9574 - Tools - Welding Rod - NA - nos | 24.00 | 212.00 | 0.00 | 18.00 | 6,003.84 |
| 2 | 9550 - Tools - Machine Blade - other - nos<br>*Cutting blade 14"* | 6.00 | 135.00 | 0.00 | 18.00 | 955.80 |
| | | | | | **Total Order Value . . .** | **6,959.64** |

Rupees : Six Thousand Nine Hundred Fifty Nine and Paise Sixty Four 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

17/07/2020

Name :

Accepted the above Terms And Conditions

For ***Sri Raja Rajeshwara Traders***

Name :

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | SSLLP | Date: | 14.7.2020 |
| Site & Phase : | SHLLP | Time: | 12.15 |
| Supplier | | Req. No. | 14709 |
| Material required before date: | | ID No. | 58467 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | SQ PIPE -1.5MM THICKNESS | 40X40MM | 30 | LEN | 46.70 + 181.- 11 Kgs | |
| 2 | WELDING RODS | | 2 | BOXES | | |
| 3 | CUTTING WHEEL | 14" | 6 | NOS | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | 08897 | | | | | |
| 7 | | 08899 | | | | |
| 8 | | | | | | |
| | | | | | | |

Remarks: DELIVERY AT SOV LLP

| | | | |
|---|---|---|---|
| Prepared By | SOWMYA | Approved by | |
| Sign.& Date | 14.07.2020 | Sign. & Date | |

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

APPROVED BY
14 JUL 2020
SOHAM MODI
MANAGING DIRECTOR