PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	25/8/20.	Prepared by:	SOWMYA
PO/WO no.	69411	PO / WO Date.	5/8/20
Supplier Name	Sri rajarajeshwara Traders	PO/WO amount	8,800.
Firm/Company	SSllp	Project	SSllp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	0223	19/8/20.	9,900.
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			9,900.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			82224	☑ 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:				9,900
Amount E – PO / WO value:				8,800.
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

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. : 0223 Date : 19/8/2020
D.C. No. : Date :
P.O. No. : 69411 Date : 5/8/2020

Site : Summit Havins
LL/RR Truck No. :

Customer's GST No. : 36ACQPS2044C1Z7
Payment Mode :

Sl. No.	Quantity	Description of Goods	HSN CODE	GST	Rate Rs. Ps.	Amount Rs. Ps.
1	12	No Rod Cuttings 14' Blade	6804	18/	135/	1620/-
2	24	PAKT W/Rod	8311	18/	250/	6000/-
3	25	No Rod Cuttings 4' Blade	6804	18/	~~200~~ 30/	750/
						8370/-
		CGST				754/-
		SGST				754/-
		Hamali				22/-
	E. & O.E.	9900/-				
Rupees					TOTAL	9900/-

INWARD
Inward No: 18392 Dt: 20/8/20
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

68534 26/8

Certified by:
Stores Manager

INWARD
Inward No: 14751 Dt: 21/8/20
MRN No: 82224 Dt: 24/8/20
Received By: Sign:
SUMMIT SALES LLP

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

 05-08-2020 11:19:30

69411
06.08.20 2:48:33

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**	69411	14766
Shop No. 18, Hyderi complex, Ranigunj, Sec-Bad -500 003	**Doc Date**	05-08-2020	
	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	9550 - Tools - Machine Blade - other - nos *Cutting blade Norton 14"*	12.00	135.00	0.00	18.00	1,911.60
2	9574 - Tools - Welding Rod - NA - nos	24.00	212.00	0.00	18.00	6,003.84
3	9550 - Tools - Machine Blade - other - nos *Cutting blade 4"*	25.00	30.00	0.00	18.00	885.00
					Total Order Value . . .	**8,800.44**

Rupees : Eight Thousand Eight Hundred and Paise Fourty 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 Cherlapally,Behind Kingston PG college, Hyderabad 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 : 05/08/2020

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SSLLP	Date:	1.8.2020
Site & Phase :	SHLLP	Time:	13.00
Supplier		Req. No.	14766
Material required before date:		ID No.	58915

No	Description	Size	Quantity	Units	Inward No	Date
1	WELDING RODS		24	PKTS		
2	CUTTING BLADES	4"	25	NOS		
3	CUTTING BLADES	14"	12	NOS		
4	69411					
5						
6						
7						
8						
9						
10						

Remarks: Delivery at sov llp

Prepared By	SOWMYA	Approved by	
Sign.& Date	1.8.2020	Sign. & Date	APPROVED BY 01 AUG 2020 SOHAM MODI MANAGING DIRECTOR

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