

Format for communicating payment details to Marketing for Advance Payment:

Subject: _____ (Customer Name) _____ -(Product Name)-reg

To

The Sr. Branch Manager,
BSO TENDER AND AUCTION SALES
Rashtriya Ispat Nigam Ltd,
VISAKHAPATNAM
Sir,

Please find below the details of payment remitted to RINL RTGS account at UBI from **M/s**
_____ (Customer Name)

Customer code:	
Auction ID No.:(if applicable)	
PAN	
Scrap Sale	Yes/No
TDS u/s 194Q Applicable	Yes/No

Description	Auction No.	EMD Amount paid	UTR no.	Dt. of Payment
EMD Payment				

Description	Quotation No.		Amount paid (in Rs.)	UTR no.	Dt. of Payment
Material Payment		Gross Amount	1,00,00,000/-		
		Less: TDS u/s 194Q @.10%(deducted and will be remitted to govt)	10,000/-		
		Net Amount in bank	99,90,000/-		

We confirm that TDS of **Rs.10,000 /-** is deducted from the above payment and declare that Payment will be made to Government and quarterly TDS return will be filed on due date and TDS certificate will be issued within 15 days of filing TDS return.

Request to process further for issue of Sales Order.

Thanking You,

With Best Regards,

(Authorized Person name)

Firm/Co Name