

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	8/4/2022	Prepared by:	Salman
PO/WO no.	87032	PO / WO Date.	4/4/22
Supplier Name	Social DWA	PO/WO amount	70,800/-
Firm/Company	Summit Sales Hlp	Project	SSHP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	482	31/3/2022	70,800/-
2.			
3.			

Amount A – Bills total(Excluding Transport & Hamali Charges):

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	482	31/3/22	105846	☒ 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:

Amount E – PO / WO value:

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	4/4/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	8/4/22						

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/-

Release Order

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

87033

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Supplier Details			
Social DNA 6-3-1089/A-3-1, Gulmohar Avenue, Somajiguda, Hyderabad GSTIN 36ABCFM67742ZZ 9849561567	Doc No	87033	167010
	Doc Date	04-04-2022	
	Quote No		
	Quote Date	04-04-2022	
	SupplyType	Supply	

Kind Attn : Aditya

Release Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2502 - Ads and Printing - Display - Others - nos Digital Marketing Retainer for the month of April 2022	1.00	60,000.00	0.00	18.00	70,800.00
Total Order Value . . .					70,800.00

Rupees : Seventy Thousand Eight Hundred Only.

Terms and Conditions :-

Specification / Brand	Digital Marketing Retainer for the month of April 2022
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	01-04-2022 to 30-04-2022
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penalty For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	30-04-2022
Measurment	NA
Security	.
Remarks	Nil

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Social DNA**

Name : _____

Name : _____

Date : ____/____/____

Registered Office: 6-3-1089/A-3-1, Gulmohar Avenue, Rajbhavan Road, Somajiguda, HYDERABAD – 500 082 (Andhra Pradesh) (INDIA)	Invoice No 31032022/482	Date: 31.03.2022
	Our Service and tax details GSTNO:36ACQFS2044C1Z7	Type of service Advertisement PAN No. : AJIPM8876F Service Tax No.:AJIPM8876FSD001 GSTN :36AJIPM8876F1ZN SAC : 998365
	Mode/Terms of Payment	100% against invoice
	Buyer's Order Contract	Date:16.11.2019

M/s Summit Sales LLP,
5-4-187/3&4, II nd Floor, M.G. Road, Secunderabad-500 003.

GST.NO: 36ACQFS2044C1Z7

S. No.	Particulars/ Descriptions	Unit Rate Rs.	Total Price Rs.
01	Digital Media Marketing Retainer For the month of Mar '2022 SGST 9% CGST9%	60,000/-	60,000.00 60,000.00 5,400.00 5,400.00 70,800.00
		Total -	70,800.00

Rupees Seventy Thousand Eight Hundred Only

Terms & Conditions

1. All payments should be made on M/s. Social DNA

Account details M/s Social DNA

A/C No. 50200027063648, IFSC Code HDFC0000512
HDFC Bank, Somajiguda Branch, Rajbhavan Road,
Hyderabad-500 082

For- Social DNA
Aditya Raj Mankani
Authorized Signatory

