

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		26/5/22		Prepared by		C. P. M. K. S.		Serial no.			
Supplier name		SOCIOL DNA						HO inward no.			
Firm/Company		Sumit Sales		Project		Sumit Sales		HO received date			
PO/WO date		24/5/22		PO/WO No.		88563		Scan ID.			
Sl no.		Bill no.		Bill date		Bill amount		Original attached			
1.		044		24/5/22		70,800/-		☐ Yes ☐ No			
2.								☐ Yes ☐ No			
3.								☐ Yes ☐ No			
4.								☐ Yes ☐ No			
Amount A – Bills total (Excluding Transport & Hamali Charges):											
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report											
MRN nos.:		107741				Proof of delivery matches MRN		☐ Yes ☐ No			
Amount B – Other Credits : Transportation charges											
Amount C – Other Debits :											
Amount D (D=A+B-C) – Amount to be credited to the supplier:											
70,800/-											
Amount E – PO / WO value:											
70,800/-											
Amount F – Difference (A – E):											
Quantity received as per PO / WO				☐ Yes ☐ Excess received ☐ Short received ☐ Part received							
Close PO / WO				☐ Yes ☐ No – wait for balance material ☐ Other							
Payment – due date				30/5/22							
Remarks:											
Approved by		Purchase Officer		Purchase Manager		M D		Accountant		Accounts Manager	
Name:		C. P. M. K. S.									
Sign:											
Date		26/5/22		76 MAY-2022							
Approval limit		Upto 20k		Above 20k		Above 100k		Upto 20k		Above 20k	

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

Release Order

s) 1 Of 1

24-05-2022 16:36:48



88563

20.05.22 3:37:20

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

Supplier Details

Social DNA
6-3-1089/A-3-1, Guimohar Avenue, Somajiguda, Hyderabad

GSTIN 36ABCFM67742ZZ

9849561567

Doc No	88563	167010
Doc Date	24-05-2022	
Quote No		
Quote Date	24-05-2022	
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 <i>Digital Marketing Retainer for the month of April 2022</i>	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 29-05-2022

Measurment NA

Security .

Remarks Nil

Registered Office: 6-3-1089/A-3-1, Gulmohar Avenue, Rajbhavan Road, Somajiguda, HYDERABAD – 500 082 (Andhra Pradesh) (INDIA)	Invoice No: 044	Date: 02.05.2022
	Our Service and tax details	Type of service Advertisement PAN No. : AJIPM8876F
	GSTNO:36ACQFS2044C1Z7	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	60,000/-	60,000.00
	For the month of April '2022		60,000.00
	SGST 9%		5,400.00
	CGST9%		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