

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 15/9/22		Prepared by: <i>[Signature]</i>		Serial no.	
Supplier name: Social DNA				HO inward no.	
Firm/Company: SUBMIT Sell up		Project: SUBMIT Sell up		HO received date	
PO/WO date: 13/9/22		PO/WO No.: 91842		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	200	21/9/22	35,400	☐ 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.: 111694		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:				35,400	
Amount E – PO / WO value:				35,400	
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		19/9/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	<i>[Signature]</i>				
Sign:	<i>[Signature]</i>				
Date	15/9/22				
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 weightment 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.

Registered Office: 6-3-1089/A-3-1, Gulmohar Avenue, Rajbhavan Road, Somajiguda, HYDERABAD – 500 082 (Andhra Pradesh) (INDIA)	Invoice No: 200	Date: 02.09.2022	
	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 For the month of Aug '2022 SGST 9% CGST9%		30,000.00
			30,000.00
			2,700.00
			2,700.00
		35,400.00	
		Total -	35,400.00
Rupees : Thirty Five Thousand Four 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 082For- Social DNA
Aditya Raj Mankani
Authorized Signatory

Release Order

1 of 1

13-09-2022 12:13:04



91842

01.09.22 11:03:47

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, Gulmohar Avenue, Somajiguda, Hyderabad

GSTIN 36ABCFM67742ZZ

9849561567

Doc No	91842	167241
Doc Date	13-09-2022	
Quote No		
Quote Date	13-09-2022	
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 Aug 2022	1.00	30,000.00	0.00	18.00	35,400.00
Total Order Value . . .					35,400.00
Rupees : Thirty Five Thousand Four Hundred Only.					

Terms and Conditions :-

Specification /	Digital Marketing Retainer for the month of Aug 2022
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	01-08-2022 to 31-08-2022
Delivery Location	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penalty For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	31-08-2022
Measurment	NA
Security	.
Remarks	Nil

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Social DNA**