

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/11/22	Prepared by	C. P. M. N. K.	Serial no.	
Supplier name	Societal DNA			HO inward no.	
Firm/Company	Submitter	Project	Submitter	HO received date	
PO/WO date	17/11/22	PO/WO No.	94089	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	268	1/11/22	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 ☐ DCA/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	114381	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:					
Amount E - PO / WO value:				35,400/-	
Amount F - Difference (A - E):				35,400/-	
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		25/11/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	P. N. K.	M. N. K.			
Sign:					
Date	24/11/22	24 NOV 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, Every 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: 268	Date: 01.11.2022
	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		30,000.00
	For the month of Oct '2022		30,000.00
			2,700.00
	SGST 9%		2,700.00
	CGST9%		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-500 082



For Social DNA
Aditya Raj Mankani
Authorized Signatory

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

Supplier Details			
Social DNA 6-3-1089/A-3-1, Gulmohar Avenue, Somajiguda, Hyderabad GSTIN 36ABCFM67742ZZ 9849561567	Doc No	94089	167340
	Doc Date	17-11-2022	
	Quote No		
	Quote Date	17-11-2022	
	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 October 2022</i>	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 / Brand	Digital Marketing Retainer for the month of October 2022
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	01-10-2022 to 31-10-2022
Delivery Location	Summit Housing LLP Cherlapally, Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
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	October 2022
Measurment	NA
Security	.
Remarks	Nil

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Social DNA**