

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6/2/23	Prepared by	Y. MURAI	Serial no.	
Supplier name	Social DNA			HO inward no.	
Firm/Company	804447 Soudip	Project	8128	HO received date	
PO/WO date	2/2/23	PO/WO No.	96723	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	403	1/2/23	35,400/-	☐ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & House Charges):					
Proof of delivery by way of: ☐ DCO bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN no.:	112079	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 ☐ Balance received ☐ Short received ☐ Part received			
Close PO / WO		☐ Yes ☐ No - wait for balance material ☐ Other			
Payment - due date					
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Y. MURAI				
Sign:					
Date:	6/2/23				
Approved 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 IV 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 bill, test reports, etc. 4. In Amount A, include transport, House charges, etc., and include 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: 403	Date: 01.02.2023	
	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 Jan '2023 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			

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

1 of 1

02-02-2023 12:54:57



96723

28.01.23 12:54:53

om 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	96723	167474
Doc Date	02-02-2023	
Quote No		
Quote Date	02-02-2023	
Supply Type	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 Google adwords retainer fees for the month of January 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 / Brand	Google adwords retainer fees for the month of January 2022
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	01-01-2023 to 31-01-2023
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	31-01-2023
Measurement	NA
Security	.
Remarks	Nil

For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Social DNA**

Name : _____

Name : _____

Date : __/__/__

Contact :-