PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/4/23	Prepared by	[signature]	Serial no.	
Supplier name	Social DNA			HO inward no.	
Firm/Company	SUMMIT Jaiee...	Project	SSLP	HO received date	
PO/WO date		PO/WO No.	11038	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	449	1/3/23	35,400/—	
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No
				☐ 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.:	202304120032	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			
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	[signature]				
Sign:	[signature]	[signature]			
Date	11/4/23				
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.

A DIGITAL MARKETING COMPANY

social DNA | BUILD AMPLIFY MULTIPLY

Registered Office: 6-3-1089/A-3-1, Gulmohar Avenue, Rajbhavan Road, Somajiguda, HYDERABAD – 500 082 (Andhra Pradesh) (INDIA)	Invoice No: 449	Date: 01.03.2023
	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 Feb '2023		30,000.00
			30,000.00
	SGST 9%		2,700.00
	CGST9%		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-500 082

SOCIAL DNA HYDERABAD

For- Social DNA
Aditya Raj Mankani
Authorized Signatory

Purchase Order

From Company:	Summit Sales LLP 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36ACQFS2044C1Z7	Delivery Location:	Summit Sales Common Expences " ,

Supplier Details				
Social DNA 6-3-1089/A-3-1, Gulmohar Avenue, Rajbhavan Road, Somajiguda, Hyderabad Hyderabad,TG,500082 GSTIN:36AJIPM8876F1ZN Aditya,9849561567 aditya@socialdna.in	PO No	20230411038	Quote No	11 Apr 2023
	PO Date	11 Apr 2023	Quote Date	20230411028
	Supply Type	Purchase Order	Requisition Num	

SNo.	Item Name	Addl Spec	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
							IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	PROM2697-Promotions-Design Charges-Display ad--Nos.	Digital Media Marketing Retainer for the month of Feb 2023	1.00	30,000.00	0%	30,000	0%	9%	9%	0	2,700	2,700	35,400
									Total Amount ...	0	2,700	2,700	35,400

Rupees in words : Thirty Five Thousands Four Hundred Only.

Terms and Conditions:-

Additional Specifications	Digital Media Marketing Retainer for the month of Feb 2023
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within ____ days of PO
Delivery Location :	As given above.
Transport:	By Vendor or Purchaser