

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		11/4/23		Prepared by	V. M. W. S.		Serial no.				
Supplier name		Socbe ONA				HO inward no.					
Firm/Company		Socbe ONA		Project	GUP		HO received date				
PO/WO date				PO/WO No.	11043		Scan ID.				
Sl no.	Bill no.		Bill date		Bill amount		Original attached				
1.	492		31/3/23		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.:	20230412037				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:		J. M. W. S.		J. M. W. S.							
Sign:											
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.

Registered Office: 6-3-1089/A-3-1, Gulmohar Avenue, Rajbhavan Road, Somajiguda, HYDERABAD – 500 082 (Andhra Pradesh) (INDIA)	Invoice No: 492	Date: 31.03.2023
	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 Mar '2023 SGST 9% CGST 9%		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-500 082



For Social DNA
Aditya Raj Mankani
Authorized Signatory

Purchase Order

From Company:

Summit Sales LLP
5-4-187/3&4, 11nd Floor Soham Mansion M.G. Road
Secunderabad, TELANGANA, 500003
GSTNO:36ACQFS2044C1Z7

Delivery Location: Summit Sales Common Expenses
"

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	20230411043	Quote No	
PO Date	11 Apr 2023	Quote Date	11 Apr 2023
Supply Type	Purchase Order	Requisition Num	20230411030

SNo.	Item Name	Addl Spec	Qty	Rate	Dis%	Taxable Amount	GST%			IGST AMT	CGST AMT	SGST AMT	Amount
1	PROM2697-Promotions-Design Charges-Display ad-- Nos.	Digital Media Marketing Retainer for the month of March 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 March 2023

Tax :

Inclusive of GST and other taxes.

Delivery Date :

Within ____ days of PO

Delivery Location :

As given above.

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