PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	11/4/23	Prepared by	Yaw...	Serial no.	
Supplier name	Soldera...			HO inward no.	
Firm/Company	...Construction Services...	Project		HO received date	
PO/WO date		PO/WO No.	11042	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	006	11/4/23	19,470/-	◻ 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: ◻ DC/bill ◻ Steel report ◻ RMC pour report ◻ Solid block report ◻ Installation report			
MRN no.:	20230412038	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:			19,470/-
Amount E – PO / WO value:			19,470/-
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			
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Yaw...				
Sign:		APPROVED BY ... 11 APR 2023			
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:006	Date: 01.04.2023
	Our Service and tax details Buyer's GST NO: 36AAXFM0733F1Z4	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:

M/s Mody Consultancy Services,
Second Floor, Soham Enclaves,
Secundrabad – 500 003

S. No.	Particulars/ Descriptions	Unit Rate Rs.	Total Price Rs.
01	Website Maintenance Contract (AMC) (Rs.2750+GST for 6 Months) From 1st Apl' 2023 to 30th Sep' 2023	16,500/-	16,500.00
	SGST 9%		1,485.00
	CGST 9%		1,485.00
	R/off		
		Total -	19,470.00

Rupees Nineteen Thousand Four Hundred Seventy 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

Original

Purchase Order

From Company:	Modi Consultancy Services " GSTNO:	Delivery Location: NA " ,

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	20230411042	Quote No	
	PO Date	11 Apr 2023	Quote Date	11 Apr 2023
	Supply Type	Purchase Order	Requisition Num	20230411033

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.	Website Maintenance Contract (AMC) for 6 months from 1st april to 30th september 2023	1.00	16,500.00	0%	16,500	0%	9%	9%	0	1,485	1,485	19,470
									Total Amount ...	0	1,485	1,485	19,470

Rupees in words : Nineteen Thousands Four Hundred And Seventy Only.

Terms and Conditions:-

Additional Specifications	Website Maintenance Contract (AMC) for 6 months from 1st april to 30th september 2023
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within ____ days of PO

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