

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 8/5/23		Prepared by: Salman		Serial no.	
Supplier name: Social DNA				HO inward no.	
Firm/Company: Summit Sols		Project: 8511P		HO received date	
PO/WO date: 8/5/23		PO/WO No. 8008		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	029	30/4/23	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.: 20230508018	Proof of delivery matches MRN	☐ Yes ☐ No
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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:

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: 15/5/23

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Salman				
Sign:	8/5/23				
Date					
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: 029	Date: 30.04.2023	
	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		30,000.00
	For the month of April '2023		30,000.00
			2,700.00
			2,700.00
	SGST 9% 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



Purchase Order

From Company:

Summit Sales LLP
5-4-187/3&4, 11nd Floor Soham Mansion M.G. Road
Secunderabad, TELANGANA, 500003
GSTNO:36ACQFSS2044C1Z7

Original

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	20230508008	Quote No	
PO Date	08 May 2023	Quote Date	08 May 2023
Supply Type	Purchase Order	Requisition Num	20230508005

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 April 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

Tax :

Delivery Date :

Delivery Location :

Digital Media Marketing Retainer for the month of April 2023

Inclusive of GST and other taxes.

Within ____ days of PO

As given above.