

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		8/6/23		Prepared by		Salman		Serial no.			
Supplier name		Social DNA						HO inward no.			
Firm/Company		Sumit Sales		Project		RUP		HO received date			
PO/WO date		25/6/23		PO/WO No.		25019		Scan ID.			
Sl no.	Bill no.			Bill date			Bill amount			Original attached	
1.	057			31/5/23			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.:		20230608062					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:											
35,400											
Amount E - PO / WO value:											
35,400											
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				12/6/23							
Remarks:											
Approved by		Purchase Officer		Purchase Manager		MD		Accountant		Accounts Manager	
Name:		Salman		PRASAD							
Sign:		8/6/23		APPROVED							
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: 057	Date: 31.05.2023	
	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 May '2023		30,000.00
	SGST 9%		30,000.00
	CGST9%		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, 11th Floor Soham Mansion M.G. Road
Secunderabad, TELANGANA, 500003
GSTNO:36ACQFS2044C1Z7

Supplier Details							
Social DNA				PO No	20230425019	Quote No	
6-3-1089/A-3-1, Gulmohar Avenue, Rajbhavan Road, Somajiguda, Hyderabad				PO Date	25 Apr 2023	Quote Date	15 May 2023
GSTIN:36AJIPM8876F1ZN				Supply Type	Purchase Order	Requisition Num	20230425014
Aditya, 9849561567							
aditya@socialdna.in							

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%					Amount					
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT					
1	PROM2697-Promotions-Design Charges-Display ad-- Nos.	1.00	30,000.00	0%	30,000	0%	9%	9%	0	2,700	2,700	35,400				
Addl Spec	Google adwords retainer fees to Social DNA for the month of May 23															
						Total Amount ...							0	2,700	2,700	35,400
Rupees in words : Thirty Five Thousands Four Hundred Only.																
Terms and Conditions:																

Terms and Conditions:-

Additional Specifications Google adwords retainer fees to Social DNA for the month of May 23

Tax : Inclusive of GST and other taxes.

Delivery Date : Within 30 days of PO

Delivery Location : As given above.

Transport: By Vendor or Purchaser

Advance Paid : Nil. / ___ % of PO value.