PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	10/3/22	Prepared by:	[illegible signature]
PO/WO no.	86015	PO / WO Date.	1/3/22
Supplier Name	SOCIALONA	PO/WO amount	70,800/—
Firm/Company	SUMMIT Sale UP	Project	SUMMIT Sale UP
Sl. No.	Bill No.	Bill Date	Bill amount
1.	448	3/3/22	70,800/—
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	448	3/3/22		☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount B –Other Credits :-	
Amount C –Other Debits :-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:	70,800/—
Amount E – PO / WO value:	70,800/—
Amount F – Difference (A – E):	

Quantity received as per PO /WO	☐ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
Is difference between PO / Bill acceptable?	☐ Yes ☐ No (explained below)
Excess / short material received	☐ Approved – within acceptable limits ☐ No (explained below)
Close PO / W?O	☐ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs.____/- ☐ No
Payment – due date	14/3/22

Remarks:_

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	APPROVED BY					
Date	10/3/22	10 MAR 2022					

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

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 03032022/448	Date: 03.03.2022
	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 '2022	60,000/-	60,000.00
			60,000.00
	SGST 9%		5,400.00
	CGST9%		5,400.00
			70,800.00
		Total -	70,800.00

Rupees Seventy Thousand Eight 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

Scanned with CamScanner

Release Order

 01-03-2022 14:41:55 Original /

86015
28.02.22 2:52:27

From Company :	**Summit Sales LLP** 5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003. G S T No. : 36ACQFS2044C1Z7

Supplier Details			
Social DNA	**Doc No**	86015	166943
6-3-1089/A-3-1, Gulmohar Avenue, Somajiguda, Hyderabad	**Doc Date**	01-03-2022	
	Quote No		
GSTIN 36ABCFM67742ZZ	**Quote Date**	01-03-2022	
9849561567	**SupplyType**	Supply	

Kind Attn : Aditya

Release Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2502 - Ads and Printing - Display - Others - nos *Digital Marketing Retainer for the month of March 2022*	1.00	60,000.00	0.00	18.00	70,800.00
					Total Order Value . . .	**70,800.00**

Rupees : Seventy Thousand Eight Hundred Only.

Terms and Conditions :-

Specification / Brand	Digital Marketing Retainer for the month of March 2022
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	01-03-2022 to 31-03-2022
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	31-03-2022
Measurment	NA
Security	.
Remarks	Nil

For ***Summit Sales LLP***

Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Social DNA***

Name : ____________

Date : __/__/____

Requisition Form

86015

Company Name:	SUMMIT SALES LLP	Date:	24-02-2022
Site & Phase :	ALL PROJECTS	Time:	12:41 PM
Supplier	SOCIAL DNA	Req. No.	166943
Material required before date:		ID No.	74276

Sl. No	Description	Size	Quantity	Units	Inward No	Date
1	Digital Media Marketing Retainer expenses for the month of Mar 2021. Rs. 60,000/-	1 month				
2						
3						
4						
5						
6						
7						

Remarks:			
Prepared By	Prasad	Approved by	
Sign.& Date		Sign. & Date	

APPROVED BY
25 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

Note: On receipt of material at site write inward number and date in last 2 columns.