PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	10/10/22	Prepared by	Pawan	Serial no.	
Supplier name	Vigneer.			HO inward no.	
Firm/Company	Nilgiri's [illegible]	Project	NRE	HO received date	
PO/WO date	7/9/22	PO/WO No.	91651	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	203	18/8/22	4895/–	☐ 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.:	112714	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:	4895/–
Amount E – PO / WO value:	4895/–
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	17/10/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Pawan				
Sign:					
Date	10/10/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY

OCT 2022

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.

Green MEDIA

TAX INVOICE

V GREEN MEDIA Pvt. Ltd.
3-6-530/3, Street No.7, Himayathnagar
Opp. Lane of Minerva, Hyderabad - 500029
CIN: U74300AP2011PTC075248

To,
M/s **Niligiri Estates**
Secunderabad-500 003 5-4-187/3 & 4,, II nd Floor,M.G.Road,

Phone no

Invoice No.	VGM-2223-203	Date : 07-09-2022
Your P.O No.	91651	Date : 09-07-2022
DC No :		Date : 10-08-2022
Order Confirmed by :		

S. No	Description	HSN/ SAC	Qty	Rate	CGST %	SGST %	IGST %	Amount
1	Advertisement "NE Ad in Sakshi" Size:3.7x7 cm Publication:Sakshi Date of Pub:13-08-2022	998636	1 NOS	4662.00	2.50	2.50		4662.00

	OUR	CUSTOMER
GSTIN :	36AADCV9375P1ZC	36AAHFN0766F1ZA
TIN No. :	36641857335	
STC No. :	AADCV9375PSD001	
IT PAN No:	AADCV9375P	

Total Amount	4,662.00
Total CGST Amount	116.55
Total SGST Amount	116.55
Total IGST Amount	
Grand Total (INR)	**4,895.10**

Amount in Indian Rupees :
FOUR THOUSAND EIGHT HUNDRED AND NINETY FIVE AND PAISE TEN ONLY

- Payment should be made by Crossed Demand Draft / Cheque in favour **M/s V GREEN MEDIA PVT. LTD** payable at Hyderabad.
- Interest @ 24 % p.a. is charged on unrealised payments.
- Complaints /Clarifications will not be entertained after 7days of delivery.
- Subject to Hyderabad jurisdiction only. - E & O. E.

Bank Details : HDFC Bank Ltd.
Panjagutta, Hyderabad.
A/c : 50200033057768, IFSC CODE :

For V Green Media Pvt Ltd.

V GREEN MEDIA PVT. LTD. HYDERABAD

Receiver's Signature & Stamp | Prepared by | Checked by | Authorised Signatory

 07-09-2022 10 59 07 Origi

91651
01.09.22 10:54:25

Release Order

From Company : Nilgiri Estates
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003.
G S T No. : 36AAHFN0766F1ZA

Supplier Details			
V Green Media Pvt.Ltd.	**Doc No**	91651	167235
#3-6-530/3, 1st floor, street.no.7, (opp. lane of Minerva coffee shop) Himayathnagar,Hyderbad.	**Doc Date**	07-09-2022	
	Quote No		
GSTIN 36AADCV9375P1ZC	**Quote Date**	07-09-2022	
040 – 6646 4477	**SupplyType**	Supply	

Kind Attn : Accounts Department

Release Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	866400 - PROM-Promotions - Design Charges -Classified Display ad-Single Colu - - - Nos *NE ad in Sakshi Hyd on 13-08-2022*	1.00	4,662.00	0.00	5.00	4,895.10
					Total Order Value . . .	**4,895.10**

Rupees : Four Thousand Eight Hundred Ninty Five and Paise Ten Only.

Terms and Conditions :-

Specification / Brand	NE ad in Sakshi Hyd on 13-08-2022
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	13-08-2022
Delivery Location	Nilgiri Estate Sy.No.143/133/134/135/136, Rampally Village. Phone. 9030931172
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	13-08-2022
Measurment	NA
Security	.
Remarks	Nil

For ***Nilgiri Estates***

Authorised Signatory

Name : ______________________

Contact - -

Accepted the above Terms And Conditions

For ***V Green Media Pvt.Ltd.***

Name : ______________________

Date : __/__/____