Advice for approval for credit to supplier

Date	11/10/22	Prepared by	Y.M.K.	Serial no.	
Supplier name	Nelson			HO inward no.	
Firm/Company	Hillgin Ele	Project	N.E	HO received date	
PO/WO date	16/9/22	PO/WO No.	91953	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	229	30/9/22	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 no.: 112727	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:	Y.M.K.				
Sign:	[signature]	[signature]			
Date:	11/10/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY

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, lorry 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.

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TAX INVOICE

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

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

Phone no

Invoice No.	VGM-2223-229	Date : 30-09-2022
Your P.O No.	91963	Date : 15-09-2022
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:17-09-2022	998636	1 NOS	4662.00	2.50	2.50		4662.00

	OUR	CUSTOMER		
GSTIN :	36AADCV9375P1ZC	36AAHFN0766F1ZA	Total Amount	4,662.00
TIN No. :	36641857335		Total CGST Amount	116.55
STC No. :	AADCV9375PSD001		Total SGST Amount	116.55
IT PAN No:	AADCV9375P		Total IGST Amount	
			Grand Total (INR)	**4,895.10**

- 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.

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

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

For V Green Media Pvt Ltd.

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

Release Order

15-09-2022 10:59:41

91963
01.09.22 11:08:03

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. #3-6-530/3, 1st floor, street.no.7, (opp. lane of Minerva coffee shop) Himayathnagar,Hyderbad. **GSTIN** 36AADCV9375P1ZC 040 – 6646 4477	**Doc No**	91963	167249
	Doc Date	15-09-2022	
	Quote No		
	Quote Date	15-09-2022	
	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 17-09-2022*	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 17-09-2022
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	17-09-2022
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	17-09-2022
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 : __/__/____