PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	11/10/22	Prepared by	G. Muthali	Serial no.	
Supplier name	Vignesh			HO inward no.	
Firm/Company	Nilgiri Estate	Project	N.E	HO received date	
PO/WO date	29/9/22	PO/WO No.	92408	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	234	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 nos.:	112722	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:	G. Muthali				
Sign:	[signature]	[signature]			
Date	11/10/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY 11 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.

M/s **Niligiri Estates** Secunderabad-500 003 5-4-187/3 & 4,, II nd Floor,M.G.Road, Phone no	Invoice No.	VGM-2223-234	Date : 30-09-2022
	Your P.O No.	92408	Date : 29-09-2022
	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:01-10-2022	998636	1 NOS	4662.00	2.50	2.50		4662.00

	OUR	CUSTOMER	Total Amount	4,662.00
GSTIN :	36AADCV9375P1ZC	36AAHFN0766F1ZA	Total CGST Amount	116.55
TIN No. :	36641857335		Total SGST Amount	116.55
STC No. :	AADCV9375PSD001		Total IGST Amount	
IT PAN No:	AADCV9375P		**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 [illegible] 36AAIH1076EF1ZA [illegible] Road, Secunderabad - 500003.

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

97468
15.09.22 3:01:08

Doc No	97468	167767
Doc Date	29-09-2022	
Quote No	[illegible]	
Quote Date	29-09-2022	
Suppl/Type	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 01-10-2022	1.00	4,662.00	0.00	5.00	4,895.10

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

Total Order Value : : : 4,895.10

Terms and Conditions :-

Specification / Brand	NE ad in Sakshi Hyd on 01-10-2022
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	01-10-2022
Delivery Location	Nilgiri Estates 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	01-10-2022
Measurment	NA
Security	-
Remarks	Nil

For **Nilgiri Estates**
Authorised Signatory

Name : [illegible]
Contact : -

Accepted the above Terms and Conditions
For **V Green Media Pvt.Ltd.**

Name : ____________________

Date : __/__/____