

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

|                                                                                                                                                                                                                                        |          |                  |  |                                                                                                                                                      |  |             |             |                               |  |                                                          |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------|-------------|-------------------------------|--|----------------------------------------------------------|--|
| Date:                                                                                                                                                                                                                                  |          | 25/4/23          |  | Prepared by                                                                                                                                          |  | CPW         |             | Serial no.                    |  |                                                          |  |
| Supplier name                                                                                                                                                                                                                          |          | Vijay            |  |                                                                                                                                                      |  |             |             | HO inward no.                 |  |                                                          |  |
| Firm/Company                                                                                                                                                                                                                           |          | Sri Venkateswara |  | Project                                                                                                                                              |  | Vikas up    |             | HO received date              |  |                                                          |  |
| PO/WO date                                                                                                                                                                                                                             |          | 18/4/23          |  | PO/WO No.                                                                                                                                            |  | 20230418406 |             | Scan ID.                      |  |                                                          |  |
| Sl no.                                                                                                                                                                                                                                 | Bill no. |                  |  | Bill date                                                                                                                                            |  |             | Bill amount |                               |  | Original attached                                        |  |
| 1.                                                                                                                                                                                                                                     | 22       |                  |  | 18/4/23                                                                                                                                              |  |             | 2893        |                               |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 2.                                                                                                                                                                                                                                     |          |                  |  |                                                                                                                                                      |  |             |             |                               |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 3.                                                                                                                                                                                                                                     |          |                  |  |                                                                                                                                                      |  |             |             |                               |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| 4.                                                                                                                                                                                                                                     |          |                  |  |                                                                                                                                                      |  |             |             |                               |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Amount A – Bills total (Excluding Transport & Hamali Charges):                                                                                                                                                                         |          |                  |  |                                                                                                                                                      |  |             |             |                               |  |                                                          |  |
| Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report |          |                  |  |                                                                                                                                                      |  |             |             |                               |  |                                                          |  |
| MRN nos.:                                                                                                                                                                                                                              |          | 20230425045      |  |                                                                                                                                                      |  |             |             | Proof of delivery matches MRN |  | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Amount B –Other Credits : Transportation charges                                                                                                                                                                                       |          |                  |  |                                                                                                                                                      |  |             |             |                               |  |                                                          |  |
| Amount C –Other Debits :                                                                                                                                                                                                               |          |                  |  |                                                                                                                                                      |  |             |             |                               |  |                                                          |  |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:                                                                                                                                                                            |          |                  |  |                                                                                                                                                      |  |             |             |                               |  | 2893                                                     |  |
| Amount E – PO / WO value:                                                                                                                                                                                                              |          |                  |  |                                                                                                                                                      |  |             |             |                               |  | 2893                                                     |  |
| Amount F – Difference (A – E):                                                                                                                                                                                                         |          |                  |  |                                                                                                                                                      |  |             |             |                               |  |                                                          |  |
| Quantity received as per PO /WO                                                                                                                                                                                                        |          |                  |  | <input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received |  |             |             |                               |  |                                                          |  |
| Close PO / WO                                                                                                                                                                                                                          |          |                  |  | <input type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other                                  |  |             |             |                               |  |                                                          |  |
| Payment – due date                                                                                                                                                                                                                     |          |                  |  |                                                                                                                                                      |  |             |             |                               |  |                                                          |  |
| Remarks:                                                                                                                                                                                                                               |          |                  |  |                                                                                                                                                      |  |             |             |                               |  |                                                          |  |
|                                                                                                                                                                                                                                        |          |                  |  |                                                                                                                                                      |  |             |             |                               |  |                                                          |  |
| Approved by                                                                                                                                                                                                                            |          | Purchase Officer |  | Purchase Manager                                                                                                                                     |  | M D         |             | Accountant                    |  | Accounts Manager                                         |  |
| Name:                                                                                                                                                                                                                                  |          | CPW              |  |                                                                                                                                                      |  |             |             |                               |  |                                                          |  |
| Sign:                                                                                                                                                                                                                                  |          |                  |  |                                                                                                                                                      |  |             |             |                               |  |                                                          |  |
| Date                                                                                                                                                                                                                                   |          | 25/4/23          |  |                                                                                                                                                      |  |             |             |                               |  |                                                          |  |
| 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.

# TAX INVOICE

**V GREEN MEDIA Pvt. Ltd.**  
3-6-530/2, Street No 7, Himayathnagar  
Hyderabad - 500 029, T S., India  
CIN: U74300AP2011PTC075248

|                                                                                                        |  |  |  |  |                      |             |                   |
|--------------------------------------------------------------------------------------------------------|--|--|--|--|----------------------|-------------|-------------------|
| o,<br>M/s <b>Silver Oak Villas LLP</b><br>5-4-187/3&4, II nd Floor, M.G Road, Secunderabad<br>Phone no |  |  |  |  | Invoice No.          | VGM-2324-22 | Date : 18-04-2023 |
|                                                                                                        |  |  |  |  | Your P.O No.         | 20230418006 | Date : 18-04-2023 |
|                                                                                                        |  |  |  |  | DC No :              |             | Date : 17-04-2023 |
|                                                                                                        |  |  |  |  | Order Confirmed by : |             |                   |

| S. No | Description                                                                                         | HSN/ SAC | Qty      | Rate    | CGST % | SGST % | IGST % | Amount  |
|-------|-----------------------------------------------------------------------------------------------------|----------|----------|---------|--------|--------|--------|---------|
| 1     | Advertisement<br>"SOR Ad in Hindu Hyd"<br>Size:3.5x7<br>Publication:Hindu<br>Date of Pub:15-04-2023 | 998636   | 1<br>NOS | 2756.00 | 2.50   | 2.50   |        | 2756.00 |

|                   |                 |            |                 |                          |                 |
|-------------------|-----------------|------------|-----------------|--------------------------|-----------------|
|                   |                 | <b>OUR</b> | <b>CUSTOMER</b> | Total Amount             | 2,756.00        |
| <b>GSTIN :</b>    | 36AADCV9375P1   | C          | 36ADBFS3288A2Z7 | Total CGST Amount        | 68.90           |
| <b>TIN No. :</b>  | 36641857335     |            |                 | Total SGST Amount        | 68.90           |
| <b>STC No. :</b>  | AADCV9375PSDC01 |            |                 | Total IGST Amount        |                 |
| <b>IT PAN No:</b> | AADCV9375P      |            |                 | <b>Grand Total (INR)</b> | <b>2,893.80</b> |

- 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 :**  
TWO THOUSAND EIGHT HUNDRED AND NINETY THREE AND PAISE EIGHTY ONLY

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

Receiver's Signature & Stamp

Prepared by

Checked by

For V Green Media Pvt Ltd.  
Authorised Signatory

## Purchase Order

Original

From Company:

Silveroak Villas LLP  
5-4-187/3&4, 11nd Floor Soham Mansion M.G. Road  
Secunderabad, TELANGANA, 500003  
GSTNO:36ADBFS3288A2Z7

Delivery Location: Silver Oak Residency

Supplier Details

V Green Media Pvt.Ltd.  
3-6-530/3, 1st floor, street no.7, (opp. lane of Minerva coffee shop) Himayathnagar,  
Hyderabad.  
Hyderabad, TG, 500029  
GSTIN:36AADCV9375P1ZC  
Accounts Department, 040 - 6646 4477  
info@vgreenmedia.com

|             |                |                 |             |
|-------------|----------------|-----------------|-------------|
| PO No       | 20230418006    | Quote No        |             |
| PO Date     | 18 Apr 2023    | Quote Date      | 18 Apr 2023 |
| Supply Type | Purchase Order | Requisition Num | 20230418005 |

| SNo.             | Item Name                                                                    | Addl Spec                                        | Qty  | Rate     | Dis% | Taxable Amount | GST% |      |      |   | IGST AMT | CGST AMT | SGST AMT | Amount |
|------------------|------------------------------------------------------------------------------|--------------------------------------------------|------|----------|------|----------------|------|------|------|---|----------|----------|----------|--------|
| 1                | PROM2067-Promotions-Design Charges-Classified Display ad Single Column--Nos. | SOR Classified display ad in Hindu on 15-04-2023 | 1.00 | 2,756.00 | 0%   | 2,756          | 0%   | 2.5% | 2.5% | 0 | 69       | 69       |          | 2,894  |
| Total Amount ... |                                                                              |                                                  |      |          |      |                |      |      |      |   |          |          |          | 2,894  |

Rupees in words : Two Thousand Eight Hundred And Ninety Four Only.

Terms and Conditions:-

Additional Specifications

SOR Classified display ad in Hindu on 15-04-2023

Tax :

Inclusive of GST and other taxes.

Delivery Date :

Within \_\_\_\_ days of PO

Delivery Location :

As given above.

Transport:

By Vendor or Purchaser

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18/04/23 10:38:03 AM

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Cleaner, Sharper and Bolder**

Call us anytime, anywhere  
**1800 102 1878**

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