

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 25/4/23		Prepared by: <i>[Signature]</i>		Serial no.	
Supplier name: <i>Vijay</i>		Project: <i>MPL</i>		HO inward no.	
Firm/Company: <i>Moo: Properties Pvt Ltd</i>		PO/WO No.:		HO received date	
PO/WO date: 29/3/23		Scan ID: 20230329023			
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	11	17/4/23	4895	☐ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				☐ Yes ☐ No	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.: 20230425033	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:					
Amount E – PO / WO value:				4895	
Amount F – Difference (A – E):				4895	
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					
Remarks:					
Approved by		Purchase Officer	Purchase Manager	MD	Accountant
Name:		<i>[Signature]</i>			
Sign:		<i>[Signature]</i>			
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.

To, **M/s Modi Properties Pvt. Ltd**
5-4-187/3 & 4, IInd Floor, MG Road Secunderabad - 500 003, India
Phone no

Invoice No. VGM-2324-11 Date : 17-04-2023
Your P.O No. 20230329023 Date : 29-03-2023
DC No : Date : 17-04-2023
Order Confirmed by :

S. No	Description	HSN/ SAC	Qty	Rate	CGST %	SGST %	IGST %	Amount
1	Advertisement "MPL Ad in Sakshi Hyd" Size:3.7x7cm Publication:Sakshi Date of Pub:01-04-2023	998636	1 NOS	4662.00	2.50	2.50		4662.00

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

- Payment should be made by Crossed Demand Draft / Cheque in favour of **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

Purchase Order

From Company:

Modi Properties Pvt. Ltd.
5-4-187/3&4, 11nd Floor, Soham Mansion, M.G. Road
Secunderabad, TELANGANA, 500003
GSTNO:36AABCM4761E1ZM

Delivery Location: Mayflower Platinum

Original

Sy 82/1, Mallapur, Nacharam, Main road,
Hyderabad, Telangana, 500076
Narender, 7680971999

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

V Green Media Pvt.Ltd. 3-6-530/3, 1st floor, street,no 7, (opp. lane of Minerva coffee shop) Himayathnagar, Hyderabad.TG,500029 GSTIN:36AADCV9375P1ZC Accounts Department,040 – 6646 4477 info@vgreenmedia.com																											
PO No										20230329023				Quote No													
PO Date										29 Mar 2023				Quote Date		30 Mar 2023											
Supply Type										Purchase Order				Requisition Num		20230329015											
SNo.		Item Name		Addl Spec		Qty		Rate		Dis%		Taxable Amount		GST%				Amount									
1		PROM2697-Promotions-Design Charges-Display ad--Nos.				1.00		4,662.00		0%		4,662		0%		2.5%		2.5%		0		117		117		4,895	
Rupees in words : Four Thousand Eight Hundred And Ninety Five Only.																											
Total Amount ... 0 117 117 4,895																											
Terms and Conditions:-																											

TRN:- 20230425033



ద్వారా దబ్బలు
 / దీపాబిల్
 పాఠకులు ఈ
 గమనించగలరు.