

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 30/5/23		Prepared by: [Signature]		Serial no.	
Supplier name: M. K. K. K.				HO inward no.	
Firm/Company: Silver Oak		Project: High up Gov		HO received date	
PO/WO date: 27/4/23		PO/WO No. 20250427057		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	36	24/4/23	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.:		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:					
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					
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	[Signature]	[Signature]			
Sign:	[Signature]	[Signature]			
Date	30/5/23				
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

To, M/s Silver Oak Villas LLP 5-4-187/3&4, II nd Floor, M.G Road, Secunderabad Phone no				Invoice No.	VGM-2324-36	Date : 24-04-2023		
				Your P.O No.	20230427057	Date : 27-04-2023		
				DC No :		Date : 17-04-2023		
				Order Confirmed by :				
S. No	Description	HSN/ SAC	Qty	Rate	CGST %	SGST %	IGST %	Amount
1	Advertisement Size: 3.7x7 cm Publication: Sakshi Date of Pub: 22-04-2023	998636	1 NOS	4662.00	2.50	2.50		4662.00

OUR		CUSTOMER	Total Amount	4,662.00
GSTIN :	36AADCV9375P12C	36ADBFS3288A2Z7	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 7 days 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

Original

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

Delivery Location: Silver Oak Villas

Supplier Details

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

PO No	20230427057	Quote No	
PO Date	27 Apr 2023	Quote Date	27 Apr 2023
Supply Type	Purchase Order	Requisition Num	20230427035

SNo.	Item Name	Addl Spec	Qty	Rate	Dis%	Taxable Amount	GST%				Amount	
							IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT
1	PROM2067-Promotions-Design Charges-Classified Display ad Single Column--Nos.	SOV ad in Sakshi Hyd on 22-04-2023	1.00	4,662.00	0%	4,662	0%	2.5%	2.5%	0	117	117
							Total Amount ...		0	117	117	4,895

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

Terms and Conditions:-

Additional Specifications SOV ad in Sakshi Hyd on 22-04-2023
Tax : Inclusive of GST and other taxes.
Delivery Date : 22-04-2023
Delivery Location : As given above.

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