

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	7/6/23	Prepared by	Salman	Serial no.	
Supplier name	V. Green	HO inward no.			
Firm/Company	Vista Homes	Project	Vista	HO received date	
PO/WO date	9/5/23	PO/WO No.	09058	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	87	30/5/23	2,893	☐ 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.:	20230601019	Proof of delivery matches MRN	☐ Yes ☐ No
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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: 12/6/23

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Salman				
Sign:	7/6/23				
Date					
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.

M/s Vista Homes 5-4-187/3 & 4, IInd Floor Main Road, Secunderabad-500 003 Phone no	Invoice No.	VGM-2324-87	Date : 30-05-2023
	Your P.O No.	20230509058	Date : 09-05-2023
	DC No :		Date : 17-04-2023
	Order Confirmed by :		

S. No	Description	HSN/ SAC	Qty	Rate	CGST %	SGST %	IGST %	Amount
1	Advertisement "Vista Ad in Hinsu" Size:3.5x7 Publication:Hindu Date of Pub:24-05-2023	998636	1 NOS	2756.00	2.50	2.50		2756.00

	OUR	CUSTOMER	Total Amount	
GSTIN :	36AADC9375P1ZC	36AAGFV2068P1ZJ	Total CGST Amount	2,756.00
TIN No. :	36641857335		Total SGST Amount	68.90
STC No. :	AADC9375PSDC01		Total IGST Amount	68.90
IT PAN No:	AADC9375P		Grand Total (INR)	2,893.80

- 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 :

For V Green Media Pvt Ltd.

Receiver's Signature & Stamp

Prepared by

Checked by

Authorised Signatory

Purchase Order

Original

From Company: Vista Homes 5-4-187/3&4, 11nd Floor Soham Mansion M.G. Road Secunderabad, TELANGANA, 500003 GSTNO:36AAGFV2068P1ZJ				Delivery Location: Vista Homes Sy. No. 193, Kapra, Hyd. From ECIL take left in la Hyderabad, Telangana, 500062 Sanketh, 7893844733			
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	20230509058		Quote No		15 May 2023		
PO Date	09 May 2023		Quote Date		20230509043		
Supply Type	Purchase Order		Requisition Num				
SNNo.	Item Name	Addl Spec	Qty	Rate	Dis%	Taxable Amount	Amount
1	PROM2067-Promotions-Design Charges-Classified Display ad Single Column--Nos.	VISTA ad in Hindu Hyd on 27-05- 2023	1.00	2,756.00	0%	2,756	2,894
IGST%						CGST%	SGST%
0%						2.5%	2.5%
IGST AMT						CGST AMT	SGST AMT
0						69	69
Total Amount ...						0	69
Rupees in words : Two Thousand Eight Hundred And Ninety Four Only.							
Terms and Conditions:-							
Additional Specifications							
Tax : NE ad in Sakshi Hyd on 27-05-2023							
Delivery Date : Inclusive of GST and other taxes.							
Delivery Location : Within ___ days of PO							
Transport: As given above.							
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By Vendor or Purchaser

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