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

| | | | | | |
|---|---|---|---|---|---|
| Date: | 7/6/23 | Prepared by | Edwar | Serial no | |
| Supplier name | V. Green | | | HO inward no. | |
| Firm/Company | [illegible] | Project | N.F | HO received date | |
| PO/WO date | 9/5/22 | PO/WO No. | 07054 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 86 | 20/5/23 | 4,895 | ☑ 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.: | 20230601018 | 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: | 4,895 |
| Amount E – PO / WO value: | 4,895 |
| 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 | 19/6/23 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Edwar | | | | |
| Sign: | 7/6/23 | APPROVED BY. [illegible] PRASAD [illegible] PROMOTERS | | | |
| 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.

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

# TAX INVOICE

To,
M/s **Niligiri Estates**
Secunderabad-500 003 5-4-187/3 & 4,, II nd Floor,M.G.Road,

Phone no

| | | |
|---|---|---|
| Invoice No. | VGM-2324-86 | Date : 30-05-2023 |
| Your P.O No. | 20230509057 | 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<br>"NE Ad in Sakshi"<br>Size:3.7x7 cm<br>Publication:Sakshi<br>Date of Pub:28-05-2023 | 998636 | 1 NOS | 4662.00 | 2.50 | 2.50 | | 4662.00 |

| | OUR | CUSTOMER |
|---|---|---|
| GSTIN : | 36AADCV9375P1ZC | 36AAHFN0766F1ZA |
| TIN No. : | 36641857335 | |
| STC No. : | AADCV9375PSD001 | |
| IT PAN No: | AADCV9375P | |

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

**Amount in Indian Rupees :**
FOUR THOUSAND EIGHT HUNDRED AND NINETY FIVE AND PAISE TEN ONLY

- 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.

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: | Nilgiri Estates<br>5-4-187/3&4, IInd FloorSoham MansionM.G.Road<br>Secunderabad,TELANGANA,500003<br>GSTNO:36AAHFN0766F1ZA | Delivery Location: | Nilgiri Estate<br>Sy.No.143/133/134/135/136, Rampally Village.<br>,,<br>,9030931172 |

| Supplier Details | | | | |
|---|---|---|---|---|
| V Green Media Pvt.Ltd.<br>3-6-530/3, 1st floor, street.no.7, (opp. lane of Minerva coffee shop) Himayathnagar,<br>Hyderabad.<br>Hyderabad,TG,500029<br>GSTIN:36AADCV9375P1ZC<br>Accounts Department,040 – 6646 4477<br>info@vgreenmedia.com | PO No | 20230509057 | Quote No | |
| | PO Date | 09 May 2023 | Quote Date | 15 May 2023 |
| | Supply Type | Purchase Order | Requisition Num | 20230509042 |

| 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. | NE ad in Sakshi Hyd on 27-05-2023 | 1.00 | 4,662.00 | 0% | 4,662 | 0% | 2.5% | 2.5% | 0 | 117 | 117 | 4,895 |
| | | | | | | | | | Total Amount ... | 0 | 117 | 117 | 4,895 |

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

Terms and Conditions:-

| | |
|---|---|
| Additional Specifications | NE ad in Sakshi Hyd on 27-05-2023 |
| Tax : | Inclusive of GST and other taxes. |
| Delivery Date : | Within ____ days of PO |
| Delivery Location : | As given above. |

MRN – 20230601018



15/05/23 04:51:39 PM