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	Matrix Recon	Project	Matrix	HO received date	
PO/WO date	24/5/23	PO/WO No.	24013	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	72	23/5/23	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.:	20230601012	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:			2,893
Amount F – Difference (A – E):			2,893
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	APPROVED BY 08 JUN 2023 PRASAD MANAGER-PROMOTIONS			
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.

To,
M/s **Matrix Recon Hyderabad LLP**
5-4-187/3&4, IInd FloorSoham MansionM.G.Road,
Secunderabad,TELANGANA,500003
Phone no

Invoice No.	VGM-2324-72	Date : 23-05-2023
Your P.O No.	20230524013	Date : 24-05-2023
DC No :		Date : 17-04-2023
Order Confirmed by :		

S. No	Description	HSN/ SAC	Qty	Rate	CGST %	SGST %	IGST %	Amount
1	Advertisement "Chidvilasam in Hindu" Size:3.5x7 Publication:Hindu Date of Pub:13-05-2023	998636	1 NOS	2756.00	2.50	2.50		2756.00

	OUR	CUSTOMER
GSTIN :	36AADCV9375P1ZC	36ABMFM3648K1ZQ
TIN No. :	36641857335	
STC No. :	AADCV9375PSD001	
IT PAN No:	AADCV9375P	

Total Amount	2,756.00
Total CGST Amount	68.90
Total SGST Amount	68.90
Total IGST Amount	
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

Original

From Company:	Matrix Recon Hyderabad LLP 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36ABMFM3648K1ZQ	Delivery Location:	Chidhvilasam Near Infosys, Pocharam campus, Pocharam Hyderabad,Telangana,500088 Solomon Gore.,9873816525

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	20230524013	Quote No	
	PO Date	24 May 2023	Quote Date	24 May 2023
	Supply Type	Purchase Order	Requisition Num	20230524006

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.	Chidhvilasam ad in Hindu Hyd on 13-05-2023	1.00	2,756.00	0%	2,756	0%	2.5%	2.5%	0	69	69	2,894
									Total Amount ...	0	69	69	2,894

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

Terms and Conditions:-

Additional Specifications	Chidhvilasam ad in Hindu Hyd on 13-05-2023
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within ____ days of PO
Delivery Location :	As given above.
Transport:	By Vendor or Purchaser
Advance Paid :	Nil. / ___ % of PO value.

HRN :- 2023060101?

24/05/23 11:33:33 AM