

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	Silverdale	Project	SOR	HO received date	
PO/WO date	3/5/23	PO/WO No.	03027	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	71	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: ☐ DCA/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	20230601011	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:					2,893
Amount E - PO / WO value:					2,893.
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	MD	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 weightment 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 Silver Oak Villas LLP 5-4-187/3&4, II nd Floor, M.C. Road, Sec 5, Hyderabad Phone no	Invoice No.	VGM-2324-71	Date : 23-05-2023
	Your P.O No.	20230503027	Date : 03-05-2023
	DC No :		Date : 17-04-2023
	Order Confirmed by :		

Description	HSN/ SAC	Qty	Rate	CGST %	SGST %	IGST %	Amount
Advertisement "SOR Ad 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	Total Amount	
GSTIN :	36AADCV9375P12C	36ADBFS3288A2Z7	Total CGST Amount	2,756.00
TIN No. :	36641857335		Total SGST Amount	68.90
CTC No. :	AADCV9375PSDC11		Total IGST Amount	68.90
T PAN No:	AADCV9375P		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 7 days 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:

Silveroak Villas LLP
5-4-187/3&4, 11nd FloorSoham MansionM.G.Road
Secunderabad, TELANGANA, 500003
GSTNO:36ADBFS3288A2Z7

Delivery Location: Silver Oak Residency

Supplier Details

V Green Media Pvt.Ltd.
3-6-530/3, 1st floor, surreduo.7, (opp. lane of Minerva coffee shop) Himayannagar,
Hyderabad.
Hyderabad,TG,500029
GSTIN:36AAADCV937SP1ZC
Accounts Department,040 – 6646 4477
info@vgreenmedia.com

Supplier Details		PO No		Quote No		PO Date		Quote Date		Supply Type		Purchase Order		Requisition Num		20230503018	
		20230503027				03 May 2023											

SN.No.		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.				SOR 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
Rupees in words : Two Thousand Eight Hundred And Ninety Four Only.										Total Amount ...			0	69	69	2,894	
Terms and Conditions:-																	
Additional Specifications																	
SOR ad in Hindu Hyd on 13-05-2023																	

Additional Specifications

SOR ad in Hindu Hyd on 13-05-2023

Tax :

Inclusive of GST and other taxes.

Delivery Date :

Within 7 days of PO

Delivery Location :

As given above.