

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 25/7/23		Prepared by: J. Mupfema		Serial no.	
Supplier name: M/Mken MEDIA				HO inward no.	
Firm/Company: SILVER oaks Vines		Project: Sav		HO received date	
PO/WO date: 22/7/23		PO/WO No.: 2007		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	128	29/7/23	2893	☐ 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.: 20236728018	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: 2893

Amount F – Difference (A – E): 2893

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:	J. Mupfema				
Sign:					
Date:	25/7/23				
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.



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 Silver Oak Villas LLP

5-4-187/3&4, II nd Floor, M.C. Road, Secunderabad

Phone no

Invoice No.

VGM-2324-128

Date : 29-06-2023

Your P.O No.

20230622007

Date : 22-06-2023

DC No :

Date : 17-04-2023

Order Confirmed
by :

S. No	Description	HSN/ SAC	Qty	Rate	CGST %	SGST %	IGST %	Amount
1	Advertisement "SOR Ad in Hindu" Size 3.5x7 Publication Hindu Date of Pub 24-06-2023	998636	1 NOS	2756.00	2.50	2.50		2756.00

OUR		CUSTOMER	
GSTIN :	36AADCV9375P1/C	Total Amount	2,756.00
TIN No. :	36641857335	Total CGST Amount	68.90
STC No. :	AADCV9375PSD011	Total SGST Amount	68.90
IT PAN No:	AADCV9375P	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 7 days of delivery.

- Subject to Hyderabad Jurisdiction only.

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 :

Receiver's Signature & Stamp

Prepared by

Checked by

For V Green Media Pvt Ltd.
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

Supplier Details			
V Green Media Pvt.Ltd. 3-6-530/3, 1st floor, street no. 7, (opp. lane of Minerva coffee shop) Himayathnagar, Hyderabad, TG, 500029 GSTIN:36AADCV9375P1ZC Accounts Department, 040 - 6646 4477 info@vgreennmedia.com			
PO No	20230622007	PO Date	22 Jun 2023
Quote No		Quote Date	22 Jun 2023
Supply Type	Purchase Order	Requisition Num	20230622005

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%				Amount	
1	PROM2067-Promotions-Design Charges-Classified Display ad Single Column--Nos.	1.00	2,756.00	0%	2,756	IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT
						0%	2.5%	2.5%	0	69	69
Addl Spec	SOR ad in Hindu Hyd on 24-06-2023										
Total Amount ...											
Rupees in words : Two Thousand Eight Hundred And Ninety Four Only.											
2,894											

Terms and Conditions:-
Additional Specifications

SOR ad in Hindu Hyd on 24-06-2023
Inclusive of GST and other taxes.

Delivery Date :

Delivery Location :

As given above.

By Vendor or Purchaser

Nil / — % of PO value.

