

XYZ Ledger Solutions Pvt. Ltd.

45, Main Street, Connaught Place, New Delhi - 110001

Phone: +91 9988776655

Email: ledger@xyz.com

GSTIN: 07AACX1234A1Z1

GST-Compliant Purchase Order

PO No: PO/2024-25/0362

Date: 12-Jun-2024

Place of Supply: Delhi

Ledger Code: LED-9086

Supplier (Vendor) Details:

ABC Paper Suppliers

23, Industrial Zone, New Delhi - 110020

GSTIN: 07AAACA1234B1ZF

Contact: +91 8811223344

Email: contact@abcpaper.com

Ship To:

XYZ Ledger Solutions Warehouse

Khasra 185, Near Metro, Dwarka, New Delhi -

110077

S. No.	Description of Goods / Services	HSN / SAC	Quantity	Unit	Rate (₹)	Total (₹)
1	Ledger Paper A4 Size 75 GSM	4802	250	Reams	250.00	62,500.00
2	Account Books (Hard Bound, 300 Pages)	4820	120	Pieces	145.00	17,400.00

Sub Total	₹ 79,900.00
CGST @ 9%	₹ 7,191.00
SGST @ 9%	₹ 7,191.00
Grand Total	₹ 94,282.00

Terms & Conditions:

- Goods must be delivered within 7 days from the date of order.
- Payments will be made online within 15 days after receipt and verification of goods.
- All bills must mention our Purchase Order number and GST details.
- Discrepancies, if any, must be reported within 3 days of supply.

Important Notes:

- Purchase Order acts as a contract for the supply of goods/services and ensures GST compliance for both parties.
- Ensure HSN/SAC codes, GSTINs, and tax rates are correctly mentioned to avoid disputes and mismatches in GST filings.
- Supplier's invoice should exactly match specifications, quantities, and apply taxes as per this PO.
- Document retention is necessary for auditing and record-keeping per statutory norms.
- Any amendment to this PO must be communicated formally and agreed by both parties.

