

# Standard Purchase Bill

For Ledger Entry

**Company Name:**

XYZ Pvt. Ltd.  
123 Industrial Road  
City, State, ZIP

**Supplier Name:**

ABC Traders  
456 Market Street  
City, State, ZIP

**Bill No.:** 2024/112

**Bill Date:** 2024-06-01

**Order Reference:** PO-00987

Sl. No.	Item Description	HSN/SAC	Qty	Unit Rate	Amount
1	Office Chairs	9403	10	₹12,500	₹125,000
2	Desk Tables	9403	5	₹14,000	₹120,000

Sub Total	₹145,000
GST (18%)	₹18,100
<b>Grand Total</b>	<b>₹153,100</b>

**Amount in Words:** Fifty Three Thousand One Hundred Rupees Only.

**Authorized Signature**

**Important Notes:**

- This purchase bill is a necessary record for ledger entry and statutory compliance.
- Ensure all details are accurate for GST and audit purposes.
- Supporting documents such as purchase order and receipt should be attached.
- Any discrepancies should be reported within 7 days from the bill date.