

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	â,12,500	â,125,000
2	Desk Tables	9403	5	â,14,000	â,120,000

Sub Total â,145,000

GST (18%) â,18,100

Grand Total â,153,100

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.