# Purchase Voucher

Tally ERP Sample Format

**Supplier:**

Star Trading Pvt. Ltd.
21, Marketsquare Road,
New Delhi - 110001
GSTIN: 07ASTS1234A1ZX

**Buyer:**

Fresh Mart India Ltd.
55, Greenway Gardens,
Gurgaon - 122002
GSTIN: 06BFMS5678Q1ZY

**Voucher No:**

PV/23-24/0155

**Date:**

06-Jun-2024

**Reference:**

INV-8920/06/24

| # | Item Name | HSN/SAC | Qty | Rate | Amount |
|---|-----------|---------|-----|------|--------|
| 1 | Wheat Flour | 11010000 | 100 kg | ₹28.00 | ₹2,800.00 |
| 2 | Sunflower Oil | 15121920 | 50 ltr | ₹150.00 | ₹7,500.00 |
| 3 | Basmati Rice | 10063020 | 80 kg | ₹62.00 | ₹4,960.00 |

**Sub Total**                         ₹15,260.00

CGST @2.5%                            ₹381.50

SGST @2.5%                            ₹381.50

**Grand Total**                        **₹16,023.00**

**Amount (in words):** Sixteen Thousand Twenty Three Rupees Only

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Authorised Signatory

**Important Notes:**

- This voucher is for the record of purchase transactions entered in Tally ERP.
- All particulars must be cross-checked before recording in accounting books.
- Ensure that all GST and statutory details are correct and updated.
- Voucher approval is required for processing supplier payments.
- Maintain supporting documents such as supplier invoice and delivery challan.