

SUMMIT SALES LLP - PURCHASE ORDER - LOG BOOK

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes/ No	PO closed Yes/ No	Remarks
64575	3/1/20	8066	9737	Yes/ No	Yes/ No	
64855	13/1/20	82804	9738	Yes/ No	Yes/ No	Count
64582	4/1/20	82806	9739	Yes/ No	Yes/ No	Count
64865	16/1/20	8067	9740	Yes/ No	Yes/ No	
64320	26/12/19	82807	9741	Yes/ No	Yes/ No	Count
64143	18/12/19	82803	9742	Yes/ No	Yes/ No	Material window
63733	5/12/19	82805	9743	Yes/ No	Yes/ No	Repair
64842	13/1/20	8068	9744	Yes/ No	Yes/ No	
64833	11/1/20	8069	9745	Yes/ No	Yes/ No	

Note: 1. Write on alternate lines. 2. Enter all invoices and DC nos related to each PO 3. If material is fully delivered, then mark fully delivered and PO closed 4. If material is partially delivered wait till material is fully delivered before closing PO 5. If advice to close after partial delivery, mark accordingly.

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PO No	PO Date	DC No.	Invoice Nos	Material fully delivered Yes/ No	PO closed Yes/ No	Remarks
64846	7/1/20	8070	9746		N	
64568	3/1/20	8071	9747	Y	Y	
64827	11/1/20	8072	9748	P	N	
64827	"	8073	9749	P	N	
64827	"	8074	9750	Y	Y	
64834	"	8075	9751	P	N	
64834	"	8076	9752	Y	Y	
64579	4/1/20	8077	9753	P	N	
64579	2	8078	9754	P	N	

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[illegible]

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Summit Sales LLP - DCS and Invoices Log book

DC No.	DC Date	Invoice No.	Invoice Date	PO no.	PO Date	Remarks
8066	18/1/20	9737	18/1/20	64595	3/1/20	
Inv 2804	14/1/20	9738	"	64855	13/1/20	Count
Inv 2806	"	9739	"	64582	4/1/20	For audit
8067	18/1/20	9740	"	64865	16/1/20	
Inv 2807	14/1/20	9741	"	64320	26/12/15	Count
Inv 2803	13/1/20	9742	"	64143	18/12/15	the window
Inv 2745	11/1/20	9743	"	63733	5/12/15	hailp
8068	18/1/20	9744	"	64842	13/1/20	
8069	20/1/20	9745	20/1/20	64833	1/1/20	

Note: 1. Write on alternate lines. 2. DC no. should be strictly in sequential order. 3. One PO can have multiple invoices and one invoice can have multiple DCs. However, one DC cannot have multiple invoices and one invoice cannot have multiple POs.

Summit Sales LLP - DCS and Invoices Log book

DC No.	DC Date	Invoice No.	Invoice Date	PO no.	PO Date	Remarks
8070	28/1/20	9746	28/1/20	64846	9/1/20	
8071	"	9747	"	64868	3/1/20	
8072	"	9748	"	64827	11/1/20	
8073	"	9749	"	64827	"	
8074	"	9750	"	64827	"	
8075	"	9751	"	64834	"	
8076	"	9752	"	64834	"	
8077	"	9753	"	64879	4/1/20	
8078	"	9754	"	64879	"	

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