

Open PO's – Closure form

Name of the Company		Summit sales - LLP			Name of the project		SSLLP - Rampally
Sl No	PO nos	Material Received	MRN Updated	POD Received	ACS Generator	Bill	Remark for closure of PO
1.	20231221043	Nil	No	No	No	NA	Cancelled PO - close the PO
2.	20231213011	Nil	No	No	No	NA	PO raised against trial version - close the PO
3.	20231213012	Nil	No	No	No	NA	PO raised against trial version - close the PO
4.	20231213013	Nil	No	No	No	NA	PO raised against trial version - close the PO
5.	20231213014	Nil	No	No	No	NA	PO raised against trial version - close the PO
6.	20231213015	Nil	No	No	No	NA	PO raised against trial version - close the PO
7.	20231213016	Nil	No	No	No	NA	PO raised against trial version - close the PO
8.	20231213017	Nil	No	No	No	NA	PO raised against trial version - close the PO
9.	20231213018	Nil	No	No	No	NA	PO raised against trial version - close the PO
10.	20231213008	Nil	No	No	No	NA	PO Cancelled material not received - close the PO

Approved by/ prepared by	Purchase	Admin Audit	Site	Soham
Name	Janaki	Mahesh	SSLLP	
Sign				
Date	31-01-2024	31-01-2024	31-01-2024	31-01-2024

Notes: 1. This form is to be uploaded in place of MRN & Bills on M-codex before closing the PO. 2. Admin-audit to have a live zoom session with site & purchase to fill this form. 3. Janaki to coordinate preparation of this form.

