

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
21.	20230722012	Nil	No	No	No	NA	Checked with prabhakar sir - PO to be closed
22.	20230719050	Nil	No	No	No	NA	Checked with sandeesh - PO to be closed
23.	20230601017	Nil	No	No	No	NA	Material received at HO
24.	20230531035	Nil	No	No	No	NA	Cancel PO
25.	20230512010	Nil	No	No	No	NA	Checked with lokesh - po to be closed
26.	20230328022	Nil	No	No	No	NA	Material not received PO canceled
27.	20230321039	Nil	No	No	No	NA	Cancel PO material not received
28.							
29.							
30.							

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.

