

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
11.	20240122036	Nil	No	No	No	NA	PO has not done yet
12.	20231202041	Nil	No	No	No	NA	PO Cancelled material not received
13.	20231201044	Nil	No	No	No	NA	Supplier bill not received
14.	20231122003	Nil	No	No	No	NA	Close the PO
15.	20231030045	Nil	No	No	No	NA	PO Cancelled material not received
16.	20231017013	Nil	No	No	No	NA	PO Cancelled material not received
17.	20231010036	Nil	No	No	No	NA	PO Cancelled material not received
18.	20231009048	Nil	No	No	No	NA	PO Cancelled material not received
19.							
20.							

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.

