

SUMMIT SALES LLP - PURCHASE ORDER - LOG BOOK

Scan ID: _____

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☐ No	PO closed Yes	Remarks
69090	24/7/20					
69092	11					
69094	4					
69096	2					
68908	17/7/20	10468	12447	Y	Y	24/7/20
68909	11	10469	12448	Y	Y	11
69096	23/7/20	10470	12449	Y	Y	24/7/20
69022	22/7/20					
69025	11					

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	Remarks
69065	23/7/20					
69082	24/7/20	10475	12454	P	N	24/7/20
69091	11	10476	12455	P	N	11
69093	2	10474	12453	Y	Y	24/7/20
69097	2	10472	12451	Y	Y	
69080	11					
69081	11					
69085	11					
69088	11					

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	Remarks
58954	20/7/20					
69053	23/7/20	10463	12442	Y	Y	24/7/20
69062	"	10471	12450	Y	Y	
69061	"	10467	12446	Y	Y	24/7/20
69063	"	10466	12445	Y	N	24/7/20
69064	"	10465	12444	Y	N	24/7/20
69066	"	10464	12443	Y	Y	24/7/20
66326	4/3/20	Gov 3 ^{3/22} 3 ^{1/22}	12428	Y	N	Mr window 23/7/20
68669	7/7/20	10452	12431	Y	Y	23/7/20

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	Remarks
20/6 68097	19/6/20	9900	11823			
68098	✓					
68099	19/6/20	10016	11949	✓	✓	26/6 10016
22/6 68101	"	9904	11828	✓	✓	
11/ 68116	✓	9905	11833	✓	N	
28/6 68119	✓	9892	11815	✓	✓	
68120	✓	10473	12452	✓	✓	Cont mpl 24/7/20
68121	✓	9995	11928	✓	N	25/6
68123	✓	10198	12153	✓	✓	7/7/20

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
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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☐ No	PO closed Yes	Remarks
69026	22/7/20					
68891	16/7/20	10481	12460	Y	Y	25/7/20
69096	24/7/20	10486	12465	Y	Y	—
69105	—					
69106	—					
69108	—					
69111	—					
69116	—					
69119	25/7/20					

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	Remarks
69090	24/7/20	10478	12457	☒ Yes / ☐ No	☒ Yes	25/7/20
69092	11	10480	12459	☒ Yes / ☐ No	☒ Yes	11
69094	11					
69096	2	10485	12464	☒ Yes / ☐ No	☒ Yes	25/7/20
68908	17/7/20	10468	12447	☒ Yes / ☐ No	☒ Yes	24/7/20
68909	11	10469	12448	☒ Yes / ☐ No	☒ Yes	11
69076	23/7/20	10470	12449	☒ Yes / ☐ No	☒ Yes	24/7/20
69022	22/7/20					
69025	11					

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	Remarks
69065	23/7/20					
69082	24/7/20	10475	12454	P	N	24/7/20
69091	11	10476	12455	P	N	11
69093	2	10477	12453	Y	Y	24/7/20
69097	2	10478	12451	Y	Y	
69080	11					
69081	11					
69085	11					
69088	11	10479	12458	P	N	25/7/20

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	Remarks
69011	22/7/20	10477	12458			25/7/20
68751	18/7/20	10428	12401			22/7/20
68269	25/6/20	10432	12402			11/7/20
68777	11/7/20	10439	12413			22/7/20
68904	21/7/20	10446	12420			22/7/20
68299	26/6/20	10447	12421			11/7/20
68642	7/7/20	10214	12422			11/7/20
68570	31/7/20	10449	12424			22/7/20
69041	22/7/20					11/7/20

Bill 12711 cancelled due to
11/7/20 apply made instead of 11/7/20 made MPL

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
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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes ☒ No	PO closed Yes No	Remarks
69008	22/7/20	10484	12463			25/7/20
69009	✓					
69016	✓	10461	12440	P	N	23/7/20
69021	✓					
69023	✓	10482	12461	✓	✓	25/7/20
69027	✓					
69035	✓	10451	12426	✓	✓	22/7/20
69040 69040	✓					
69012	✓	10440	12414	✓	✓	22/7/20

Note: 1. Write on alternate lines. 2. Enter all invoices and DC nos related to each PO's. If material is fully delivered, then mark fully delivered and PO closed
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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☒ Yes ☐ No	PO closed ☒ Yes ☐ No	Remarks
67133	14/5/20	10419	12392			21/7/20
68993	21/7/20					
68991	"	10431	12405	Y	Y	22/7/20
68992	"	10432	12406	Y	Y	22/7/20
68836	22/7/20					
68683	7/7/20					
69002	22/7/20					
69003	"	10483	12462	Y	Y	25/7/20
69006	"					

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☐ No	PO closed Yes	Remarks
69156	27/7/20					
69157	27					
69169	27					
69170	27					
69173	27					
69174	27					
69175	27					
68898	23/7/20	10487	12466	7	7	27/7/20
68843	14/7/20	10493	12472	7	7	27/7/20

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	Remarks
69167	27/7/20					
69172	27/7/20	10496	12475	P	N	27/7/20
69177	27/7/20					
69127	27/7/20					
69150	27/7/20					
69152	27/7/20					
69153	27/7/20					
69154	27/7/20					
69155	27/7/20					

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☐ No	PO closed Yes	Remarks
69089	24/7/20					
69145	25/7/20					
69146	2					
69147	2					
69148	11					
69159	27/7/20	10495	12474	7	7	27/7/20
69161	11					
69164	2					
69166	2					

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes ☒ No	PO closed ☒ Yes	Remarks
69120	25/7/20	10489	12468			27/7/20
69121	11	10490	10469	P	N	27/7/20
69129	11					
69130	11					
69139	11					
69143	11					
69144	12					
69068	23/7/20					
68092	18/6/20					

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☐ No	PO closed Yes	Remarks
69026	22/7/20					
68891	16/7/20	10481	12460	Y	Y	25/7/20
69096	24/7/20	10486	12465	Y	Y	—
69105	—	10494	12473	Y	Y	27/7/20
69106	—					
69108	—	10502 10502	12481	Y	Y	27/7/20
69111	—					
69116	—					
69119	25/7/20	10491	12470	Y	N	27/7/20

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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69092	11	10480	12459	7	7	11
69094	8	10498	12477	7	7	10498 27/7/20
69096	2	10485	12464	8	8	25/7/20
68908	17/7/20	10468	12447	7	7	24/7/20
68909	11	10469	12448	7	7	11
69076	23/7/20	10470	12449	7	7	24/7/20
69022	22/7/20					
69025	11					

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	Remarks
69008	22/7/20	10484	12463		N	25/7/20
69009	22	10500	12479	P	N	27/7/20
69016	22	10461	12440	P	N	23/7/20
69021	22					
69023	22	10482	12461	Y	Y	25/7/20
69027	22					
69035	22	10451	12426	Y	Y	22/7/20
69040	22					
69012	22	10440	12414	Y	Y	22/7/20

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☐ No	PO closed ☒ Yes	Remarks
68933	20/7/20	10409	12380			20/7/20
68934	"	10410	12381	Y	Y	"
68935	"	10411	12382	Y	Y	20/7/20
68936	"	10412	12383	Y	Y	20/7/20
68937	"	10422	12395	Y	Y	21/7/20
68938	"	10423	12396	Y	Y	21/7/20
68942	"	10435	12409	Y	Y	22/7/20
68943	"	10417	12390	Y	Y	20/7/20
68949	"	10492	12471	Y	Y	27/7/20

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K. K. K.

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes / ☐ No	PO closed	Remarks
68599	3/7/20	10269	12230	☒ Yes / ☐ No	Yes	10/7/20
68600	20	10234	12193	☐ Yes / ☐ No	☐ Yes / ☐ No	9/7/20
68631	6/7/20	10211	12168	☐ Yes / ☐ No	☐ Yes / ☐ No	8/7/20
68633	20	10488	12467	☐ Yes / ☐ No	☐ Yes / ☐ No	27/7/20
68634	20	10213	12170	☐ Yes / ☐ No	☐ Yes / ☐ No	8/7/20
68635	20	10201	12158	☐ Yes / ☐ No	☐ Yes / ☐ No	8/7/20
68636	20	10215	12172	☐ Yes / ☐ No	☐ Yes / ☐ No	8/7/20
68638	20	10240	12199	☐ Yes / ☐ No	☐ Yes / ☐ No	9/7/20
68639	20	10263	12222	☐ Yes / ☐ No	☐ Yes / ☐ No	10/7/20

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69169	27/7/20	10535	12515	☒ Yes	☒ Yes	way bill not done 28/7/20
68721	9/7/20	10536	12516	☒ Yes	☒ Yes	28/7/20
68925	18/7/20	10538	12518	☒ Yes	☒ Yes	28/7/20
69089	28/7/20	10540	12520	☒ Yes	☒ Yes	28/7/20
67106	12/5/20	10541	12521	☒ Yes	☒ Yes	28/7/20
69064	20/7/20	10543	12523	☒ Yes	☒ Yes	28/7/20

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes ☐ No	PO closed ☒ Yes	Remarks
69119	25/7/20	10505	12485			28/7/20
68924	18/7/20	10506	12486	Y	Y	28/7/20
68983	21/7/20	10508	12488	Y	Y	28/7/20 sell cent
69001	22/7/20	10516	12496	P	N	28/7/20
68582	3/7/20	10523	12503	Y	Y	11
67060	18/5/20	10525	12509	Y	Y	11
68570	3/7/20	10531	12511	Y	Y	28/7/20
68954	20/7/20	10532	12512	Y	Y	11
67437	14/5/20	10533	12513	Y	Y	28/7/20

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☐ No	PO closed Yes	Remarks
69224	28/7/20					
69227	2					
69231	2					
69234	2					
69187	27/7/20	10528	12507	P	N	28/7/20
69210	28/7/20					
69212	11					
69227	11					
69678	7/7/20	103125	12484	Y	Y	28/7/20

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69156	27/7/20					
69157	27					
69169	27	10534	12514	P N	N	28/7/20
69170	27					
69173	27	10542	12522	Y Y	Y	28/7/20
69174	27					
69175	27					
68898	23/7/20	10487 10487	12466	Y Y	Y	27/7/20
68843	14/7/20	10493	12472	Y Y	Y	27/7/20

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes ☒ No	PO closed Yes ☒ No	Remarks
69167	27/7/20	10518	12498			28/7/20
69172	27/7/20	10496	12475			27/7/20
69177	27/7/20	10537	12517			28/7/20
69127	27/7/20					
69150	27/7/20					
69152	27/7/20					
69153	27/7/20					
69154	27/7/20	10539	12519			28/7/20
69155	27/7/20					

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69146	✓	10517	12497	✓	✓	28/7/20
69147	✓					
69148	✓					
69159	27/7/20	10495	12474	✓	✓	27/7/20
69161	✓	10513	12493	✓	✓	28/7/20
69164	✓					
69166	✓					

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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69121	"	10490	10469	P	N	27/7/20
69129	"					
69130	"	10514	12494	Y	Y	28/7/20
69139	"					
69143	"	10509	12489	Y	Y	28/7/20
69144	"	10511	12491	Y	Y	"
69068	23/7/20	10530	12510	P	N	"
68092	18/6/20					

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69096	24/7/20	10486	12465	Y	Y	—
69105	—	10494	12473	Y	Y	27/7/20
69106	—					
69108	—	10502 10502	12481	Y	Y	27/7/20
69111	—	10522	12502	Y	Y	28/7/20
69116	—	10521	12501	Y	Y	
69119	25/7/20	10491	12470	Y	Y	27/7/20

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69091	11	10476	12455	P	N	11
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69097	2	10472	12451	Y	Y	
69080	11	10520	12500	P	N	28/7/20
69081	11					
69085	11					
69088	11	10479	12458	P	N	25/7/20

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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Scan ID: _____

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes ☒ No	PO closed Yes	Remarks
69008	22/7/20	10484	12463		N	25/7/20
69009	4	10500	12479	P	N	27/7/20
69016	4	10461	12440	P	N	23/7/20
69021	4	10515	12495	P	N	
69023	4	10482	12461	7	7	25/7/20
69027	4					
69035	4	10451	12426	7	7	22/7/20
69040 69046	4	10519	12499	7	7	28/7/20
69012	11	10440	12414	7	7	22/7/20

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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Scan ID: _____

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes ☐ No	PO closed Yes	Remarks
68953	20/7/20	10427	12400			21/7/20
68955	2	10507	12487	P	N	28/7/20
68962	2	10418	12391	Y	Y	20/7/20
68966	2	10424	12397	Y	Y	21/7/20
68916	11/7/20	for 3118	12388 12388	Y	Y	File - way Bill not done as GSR Not paid 20/7/20
68269	25/6/20	for 3119	12389	P	N	20/7/20
68948	20/7/20					
68951	11					
68904	21/7/20					

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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Scan ID: _____

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes / ☐ No	PO closed Yes	Remarks
68928	18/7/20	10527	12506			28/7/20
68928	✓	10420	12393	✓	✓	21/7/20
68928	✓	10437	12411	✓	✓	22/7/20
68930	✓	10436	12410	✓	✓	22/7/20
68884	16/7/20	10393	12364	✓	✓	18/7/20
68297	26/6/20	10399	12370	✓	✓	11
68493	1/7/20	10402	12373	✓	✓	11
68299	26/6/20	10405	12375	✓	✓	11
68841	18/7/20	10403	12374	✓	✓	11

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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Scan ID: _____

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes ☐ No	PO closed	Remarks
67967	13/6/20	10353	12320	☒ Yes ☐ No	Yes	way bill not done 15/7/20 SSR not paid
68444 68644	30/6/20	10358	12325	☒ Yes ☐ No	Yes	
68886	16/7/20	10388	12355	☒ Yes ☐ No	Yes	17/7/20
68877	"	10394	12365	☒ Yes ☐ No	Yes	18/7/20
68890	"	10396	12367	☒ Yes ☐ No	Yes	18/7/20
68871	"	10397	12368	☒ Yes ☐ No	Yes	18/7/20
68884	"					
68886	"	10392	12359	☒ Yes ☐ No	Yes	17/7/20
68887	"	10510	12490	☒ Yes ☐ No	Yes	28/7/20

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
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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes ☒ No	PO closed Yes	Remarks
68741	9/7/20	10526	12508			28/7/20
68742	✓	10458	12437	✓	✓	23/7/20
68744	✓					
68747	✓					
68748	10/7/20	10286	12247	✓	✓	13/7/20
68749	✓	10287	12248	✓	✓	13/7/20
68751	✓	10363	12330	✓	✓	16/7/20
68754	✓	10270	12231	✓	✓	11/7/20
68756	✓	10335	12306	✓	✓	15/7/20

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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Scan ID: _____

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☒ Yes / ☐ No	PO closed ☒ Yes	Remarks
68298	25/6/20	10224	12181			8/7/20
68493	1/7/20	10225	12182	P	N	8/7/20
68459	"					
68624	9/7/20	10383	12350	P	N	17/7/20
68661	"					
68690	"					
68675	"					
68676	"					
68698	"	10525	12505	P	N	28/7/20 68698 Not closed Way Bill not done

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	Remarks
67388	22/5/20					
30/5- 67376	"	9550	11450	P	N	
29/5- 67405	23/5/20	9514	11412	Y	Y	
11/6- 67406	"	9577	11482	Y	Y	
67407	"	10512	12492	Y	Y	28/7/20
67408	"					
67409	"	9600	11502	Y	Y	
2/6- 67410	"	10139	12092	Y	Y	3/7/20
30/5- 67411	"	9557	11457	Y	Y	

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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Scan ID: _____

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes ☐ No	PO closed Yes	Remarks
69244	28/7/20	10555	12535	☒ Yes ☐ No	☒ Yes	29/7/20
69245	4					
69255	11					
68092	18/6/20	10544	29/7/20	P N	P N	29/7/20
68707	7/7/20	10556	12536	P N	P N	29/7/20 Very Bill not done ASTR not paid
68611	4/7/20	10557	12537	Y Y	Y Y	29/7/20

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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Scan ID: _____

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☐ No	PO closed Yes	Remarks
69228	28/7/20					
69229	11					
69232	11	10548	12528	Y	Y	29/7/20
69235	11	10549	12529	Y	Y	29/7/20
69237	11	10550	12530	Y	Y	29/7/20
69238	11	10551	12531	Y	Y	29/7/20
69240	11	10552	12532	Y	Y	29/7/20
69241	11	10553	12533	Y	Y	29/7/20
69242	11	10554	12534	Y	Y	29/7/20

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	Remarks
69169	27/7/20	10535	12515		Yes	way bill not done
68721	9/7/20	10536	12516	7	7	
68925	18/7/20	10538	12518	7	7	28/7/20
69087	28/7/20	10540	12520	7	7	28/7/20
67106	12/5/20	10541	12521	8	N	28/7/20
69064	20/7/20	10543	12523	7	7	28/7/20
69201	28/7/20					
69225	11	10547	12527	7	7	29/7/20
69226	11					

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	Remarks
69141	25/7/20					
69191	27/7/20					
69194	28/7/20					
69195	✓	10558	12538	P	N	29/7/20
69196	✓					
69213	✓					
69217	✓					
69219	✓					
69223	✓					

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	Remarks
69167	27/7/20	10518	12498			28/7/20
69172	✓	10496	12475	P	N	27/7/20
69177	✓	10537	12517	✓	✓	28/7/20
69127	25/7/20					
69150	27/7/20	10546	12526	P	N	29/7/20
69152	✓					
69153	✓					
69154	✓	10539	12519	P	N	28/7/20
69155	✓					

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	Remarks
69089	24/7/20					
69145	25/7/20					
69146	✓	10517	12477	✓	✓	28/7/20
69147	✓					
69148	✓	10559	12539	✓	✓	29/7/20
69159	27/7/20	10695	12474	✓	✓	27/7/20
69161	✓	10513	12493	✓	✓	28/7/20
69164	✓					
69166	✓					

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	Remarks
69120	25/7/20	10489	12468			27/7/20
69121	"	10490	10469	P	N	27/7/20
69129	"	10545	12525	P	N	29/7/20
69130	"	10514	12494	Y	Y	28/7/20
69139	"					
69143	"	10509	12489	Y	Y	28/7/20
69144	"	10511	12491	Y	Y	"
69068	23/7/20	10530	12510	P	N	"
68092	18/6/20					

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	Remarks
69219	28/7/20	10572	12552			3077/20
65190	29/1/20	10573	12553			11
69018	22/7/20	10574	12554			3077/20
64851	13/1/20	10575	12555			3077/20
69165	28/7/20					
69263	29/7/20					
69264						
69265						
69287	30/7/20					

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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Scan ID: _____

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes ☒ No	PO closed ☒ Yes	Remarks
69244	28/7/20	10555	12535			29/7/20
69245	✓	10560	12540	✓	✓	30/7/20
69255	11					
68092	18/6/20	10544	29/7/20	P	N	29/7/20
68707	7/7/20	10556	12536	P	N	29/7/20 very Bill not done GST R not paid
68611	4/7/20	10557	12537	✓	✓	29/7/20
67102	12/5/20	10562	12542	P	N	30/7/20
68485	11/7/20	10569	12549	✓	✓	30/7/20
69243	28/7/20	10571	12550	✓	✓	11

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
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Scan ID: _____

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☐ No	PO closed Yes/ ☐ No	Remarks
69167	27/7/20	10535	12515	☐ Yes/ ☒ No	Yes	Way Bill not done 28/7/20 55% not paid
68721	9/7/20	10536	12516	☐ Yes/ ☒ No	Yes	
68925	18/7/20	10538	12518	☐ Yes/ ☒ No	Yes	
69087	28/7/20	10540	12520	☐ Yes/ ☒ No	Yes	
67106	12/5/20	10541	12521	☐ Yes/ ☒ No	Yes	
69064	20/7/20	10543	12523	☐ Yes/ ☒ No	Yes	
69201	28/7/20	10563	12543	☐ Yes/ ☒ No	Yes	
69225	✓	10567	12527	☐ Yes/ ☒ No	Yes	
69226	✓			☐ 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	Remarks
69141	25/7/20					
69191	27/7/20					
69194	28/7/20					
69195	✓	10558	12538	P	N	29/7/20
69196	✓					
69213	✓					
69217	✓	10565	12545	✓	✓	30/7/20
69219	✓	10570	12551	P	N	✓
69223	✓					

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
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Scan ID: _____

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☐ No	PO closed Yes	Remarks
69156	27/7/20					
69157	27					
69169	27	10534	12514	P N		28/7/20
69170	27	10587 10567	12547	P N		30/7/20
69173	27	10542	12522	7 7		28/7/20
69174	27					
69175	27					
68898	23/7/20	10487 10487	12466	7 7		27/7/20
68843	14/7/20	10493	12472	7 7		27/7/20

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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Scan ID: _____

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes ☒ No	PO closed Yes	Remarks
69167	27/7/20	10518	12498		Yes	28/7/20
69172	27/7/20	10496	12475	P	N	27/7/20
69177	27/7/20	10537	12517	Y	Y	28/7/20
69127	25/7/20					
69150	27/7/20	10546	12526	P	N	29/7/20
69152	27/7/20					
69153	27/7/20	10568	12548	Y	Y	30/7/20
69154	27/7/20	10539	12518	P	N	28/7/20
69155	27/7/20					

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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Scan ID: _____

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☐ No	PO closed Yes	Remarks
69089	24/7/20					
69145	25/7/20	10561	12541	Y	Y	30/7/20
69146	✓	10517	12497	Y	Y	28/7/20
69147	✓					
69148	✓	10559	12539	Y	Y	29/7/20
69159	27/7/20	10495	12474	Y	Y	27/7/20
69161	✓	10513	12493	Y	Y	28/7/20
69164	✓					
69166	✓					

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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Scan ID: _____

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☐ No	PO closed Yes	Remarks
69065	23/7/20					
69082	24/7/20	10475	12454	P	N	24/7/20
69091	11	10476	12455	P	N	11
69093	2	10474	12453	Y	Y	P 24/7/20
69097	2	10472	12451	Y	Y	P
69080	11	10520	12500	P	N	28/7/20
69081	11	10566	12546	Y	Y	30/7/20
69085	11	10564	12544	P	N	30/7/20
69088	11	10479	12458	P	N	25/7/20

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.