

Scan ID:



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.

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
69428	6/8/20					
69429	2					
69063	23/7/20	10652	12638	Y	Y	7/8/20
67168	16/5/20	10655	12641	Y	Y	7/8/20
68927	18/7/20	10658	12644	Y	Y	7/8/20
68942	20/7/20	10659	12645	Y	Y	7/8/20
69438	6/8/20	10661	12647	Y	Y	7/8/20
67161	16/5/20	10662	12648	P	N	7/8/20
69041	22/7/20	10663	12649	Y	Y	7/8/20

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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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
69400	5/8/20					
69401	✓	10642	12628	✓	✓	6/8/20
69402	✓	10645	12631	✓	✓	6/8/20
69406	✓					
69413	✓					
69414	✓	10654	12640	✓	✓	7/8/20
69415	✓					
69421	✓					
69422	✓					

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
69366	3/8/20					
69384	4/8/20	10631	12614	8	N	5/8/20
69387	✓					
69389	✓	10650	12636	4	Y	7/8/20
69391	✓	10633	12617	2	N	5/8/20
69393	✓					
69394	✓	10664	12650	8	N	7/8/20
69396	✓					
69398	5/8/20					

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes / ☐ No	PO closed ☒ Yes	Remarks
69308	31/7/20	10657	12643			7/8/20
69309	2					
69311	2	10613	12596	7	7	3/8/20
69337	2					
69230	28/7/20	10595	12578 (12575)	8	N	31/7/20
69126	18/5/20	10593	12577 (67126)	8	N	31/7/20
69095	24/7/20	10577	12557	7	7	2
69165	27/7/20	10580	12560	7	7	11
69365	31/7/20	10582	12568	7	7	31/7/20

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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			30/7/20
65190	29/11/20	10573	12553	Y	Y	11
69018	22/7/20	10574	12554	P	N	30/7/20
64851	13/11/20	10575	12555	Y	Y	30/7/20
69165	27/7/20					
69263	29/7/20	10651	12657	Y	Y	7/8/20
69264	2	10581	12561	Y	Y	31/7/20
69265	<u>1</u>	10576	12556	Y	Y	31/7/20
69287	30/7/20	10609	12592	Y	Y	3/8/20

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☒ Yes / ☐ No	PO closed ☒ Yes	Remarks
68593	3/7/20	10453 10453	12432			23/7/20
68041	16/6/20	Sr 3121	12427			23/7/20
68840	14/7/20	10454	12433			23/7/20
67234	18/5/20	10455	12434			23/7/20
68683	7/7/20	10459	12438			11
68570	3/7/20	10460	12439			23/7/20
69045	23/7/20					
69051	11	10660	12646			7/8/20
69057	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 Yes	Remarks
68967	21/7/20	10434	12408			22/7/20
68968	21/7/20	10433	12407	7	7	22/7/20
68969	21/7/20	10427	12403	7	7	22/7/20
68970	21/7/20	10430	12404	7	7	22/7/20
68971	21/7/20	10438	12412	7	7	22/7/20
68972	21/7/20	10442	12416	7	7	11
68974	21/7/20	10443	12417	7	7	22/7/20
68975	21/7/20	10441	12415	7	7	22/7/20
68980	21/7/20	10656	12642	7	7	21/8/20

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Scan ID: _____

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes ☒ No	PO closed Yes	Remarks
69380	4/8/20	10672	12658			8/8/20
68907	7/7/20	10674	12660			8/8/20 way BU not done an GST R not paid
68905	16/7/20	10676	12662			8/8/20
68651	7/7/20	10678	12664			8/8/20
68624	9/7/20	10679	12665			11
69154	27/7/20	10680	12666			8/8/20
68918	18/7/20	10681	12667			8/8/20

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
69080	24/7/20	10665	12651			7/8/20
69318	31/7/20					
69416	7/8/20					
69418	"					
69466	"	10666	12652	Y Y		8/8/20
69487	"					
69468	"					
69438	6/8/20	10667	12653	P N		8/8/20
68989	11/7/20	12668	12654	Y Y		8/8/20

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/ No	Remarks
69424	6/8/20	10647	12633		N	6/8/20
69425	11					
69430	11					
69352	12/3/20	10643	12629	Y	Y	1/8/20
69440	6/8/20	10644	12630	P	N	6/8/20
68336	26/6/20	10646	12632	Y	Y	6/8/20
69456	6/8/20					
69426	11					
69427	11	10640	12656	P	N	8/8/20

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☐ No	PO closed Yes	Remarks
69400	5/8/20					
69401	5	10642	12628	Y	Y	6/8/20
69402	5	10645	12631	Y	Y	6/8/20
69406	5	10647	12657	Y	Y	8/8/20
69413	5					
69414	5	10654	12640	Y	Y	7/8/20
69415	5					
69421	5					
69422	5	10645	12661	Y	Y	8/8/20

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☐ No	PO closed Yes	Remarks
69366	3/8/20					
69384	4/8/20	10631	12614	P	N	5/8/20
69387	✓					
69389	✓	10650	12636	-Y	Y	7/8/20
69391	✓	10632	12617	P	N	5/8/20
69393	✓	10673	12659	Y	Y	8/8/20
69394	✓	10664	12650	P	N	7/8/20
69376	✓	10669	12655	Y	Y	8/8/20
69395	5/8/20					

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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		11/8/20
69165	11/8/20	10494	12473	Y Y		27/7/20
69106	11/8/20	10677	12663	Y Y		8/8/20
69108	11/8/20	10502	12481	Y Y		27/7/20
69111	11/8/20	10522	12502	Y Y		28/7/20
69116	11/8/20	10521	12501	Y Y		
69119	25/7/20	10491	12470	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	Remarks
69195	28/7/20	10694	12680			10/8/20
69518	10/8/20					
69519	11					
69521	11					
69523	11					
69525	11					
69459	7/8/20					
69470	8/8/20					
69471	11					

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☐ No	PO closed Yes	Remarks
69526	10/8/20					
68746	9/27/20	10685	12671	Y	Y	10/8/20
68701	16/7/20	10686	12672	Y	Y	10/8/20
68896	11	10687	12673	Y	Y	10/8/20
68907	17/7/20	10688	12674	Y	Y	10/8/20
68850	15/7/20	10689	12675	Y	Y	11
69187	27/7/20	10691	12677	Y	Y	11
69091	24/7/20	10692	12678	Y	Y	10/8/20
69372	3/8/20	10693	12679	Y	Y	10/8/20

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes ☐ No	PO closed ☒ Yes	Remarks
69380	4/8/20	10672	126658			8/8/20
68707	7/7/20	10673	126660	Y	Y	way BU not done an GST R not paid 8/8/20
68905	16/7/20	10676	126662	P	N	8/8/20
68651	7/7/20	10678	126664	Y	Y	8/8/20
68624	9/7/20	10675	126665	Y	Y	11
69154	27/7/20	10680	126666	P	N	8/8/20
68918	18/7/20	10681	126667	Y	Y	8/8/20
69489	10/8/20	10682	126668	P	N	10/8/20
69490	11	10683	126669	Y	Y	10/8/20

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☐ No	PO closed Yes	Remarks
69428	6/3/20					
69429	2	10690	12676	Y	Y	10/8/20
69063	23/7/20	10652	12638	Y	Y	7/8/20
67468	16/5/20	10655	12641	Y	Y	7/8/20
68927	18/7/20	10658	12644	Y	Y	7/8/20
68942	20/7/20	10659	12645	Y	Y	7/8/20
69438	6/8/20	10661	12647	Y	Y	7/8/20
67461	16/5/20	10662	12648	P	N	7/8/20
69041	22/7/20	10663	12649	Y	Y	7/8/20

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
69366	3/8/20	10683	12669			10/8/20
69384	4/8/20	10631	12614	8	N	5/8/20
69387	4					
69389	4	10650	12636	-4	Y	7/8/20
69391	4	10633	12617	2 P	N	5/8/20
69393	4	10673	12659	7	Y	8/8/20
69394	4	10664	12650	8	N	7/8/20
69396	4	10669	12655	7	Y	8/8/20
69398	5/8/20					

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
69434	6/8/20	10701	12687			11/8/20
69344	1/8/20	10705	12691	P	N	11/8/20
69353	"	10707	12693	Y	Y	"
69424	6/8/20	10711	12697	Y	Y	"
69088	24/7/20	10712	12698	Y	Y	11/8/20
68922	18/7/20	10717	12703	Y	Y	11/8/20
69170	27/7/20	10719	12705	Y	Y	"
68949	20/7/20	10720	12706	Y	Y	11/8/20
69440	6/8/20	10721	12707	Y	Y	11/8/20

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☐ No	PO closed ☒ Yes	Remarks
69434	6/8/20	10701	12687			11/8/20
69344	1/8/20	10705	12691	P	N	11/8/20
69353	"	10707	12693	Y	Y	"
69424	6/8/20	10711	12697	Y	Y	"
69088	24/7/20	10712	12698	Y	Y	11/8/20
68922	18/7/20	10717	12703	Y	Y	11/8/20
69170	27/7/20	10719	12705	Y	Y	"
68949	20/7/20	10720	12706	Y	Y	11/8/20
69440	6/8/20	10721	12707	Y	Y	11/8/20

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
69529	11/8/20					
69531	11					
69552	11					
69554	11					
69561	11					
697025	22/7/20	10695	12681	P	N	11/8/20
67588	29/5/20	10696	12682	P	N	11/8/20
67588	11	10697	12683	7	7	11/8/20
69975	29/7/20	10698	12684	P	N	11/8/20

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PO No.	PO Date	DC No.	Invoice Nos.	Material fully delivered ☐ Yes/ ☐ No	PO closed Yes	Remarks
69491	10/8/20					
69492	11					
69494	11					
69567	11	10703	12689	Y	Y	11/8/20
69520	11					
69481	11/8/20					
69514	10/8/20					
69527	11/8/20					
69528	11					

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes ☐ No	PO closed ☒ Yes	Remarks
69195	28/7/20	10694	12680			10/8/20
69518	10/8/20					
69519	11					
69521	11					
69523	11					
69525	11	10706	12693	P	N	11/8/20
69459	7/8/20					
69470	8/8/20	10704	12690	Y	Y	11/8/20
69471	11	10699	12685	Y	Y	11/8/20

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[Signature]

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes ☒ No	PO closed ☒ Yes ☐ No	Remarks
69526	10/8/20	10714	12770			11/8/20
68946	9/7/20	10685	12671			10/8/20
68901	16/7/20	10686	12672			10/8/20
68896	11	10687	12673			10/8/20
68907	17/7/20	10688	12674			10/8/20
68850	15/7/20	10689	12675			11
69187	27/7/20	10691	12677			11
69091	24/7/20	10692	12678			10/8/20
69372	3/8/20	10693	12679			10/8/20

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
69080	24/7/20	10665	12651			7/8/20
69318	31/7/20					
69416	7/8/20					
69418	"					
69466	"	10666	12652	Y	Y	8/8/20
69487	"	10713	12699	Y	Y	11/8/20
69468	"					
69438	6/8/20	10667	12653	P	N	8/8/20
68987	11/7/20	10668	12654	Y	Y	8/8/20

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
69428	6/8/20	10708	12694			11/8/20
69429	✓	10690	12676	✓	✓	10/8/20
69063	23/7/20	10652	12638	✓	✓	7/8/20
67168	16/5/20	10655	12641	✓	✓	7/8/20
68927	18/7/20	10658	12644	✓	✓	7/8/20
68942	20/7/20	10659	12645	✓	✓	7/8/20
69438	6/8/20	10661	12647	✓	✓	7/8/20
67161	16/5/20	10662	12648	P	N	7/8/20
69041	22/7/20	10663	12649	✓	✓	7/8/20

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 ☒ No	Remarks
69424	6/8/20	10647	12633			
69425	11					
69430	11					
69352	12/3/20	10643	12629	Y	Y	6/8/20
69440	6/8/20	10644	12630	Y	N	6/8/20
68336	26/6/20	10646	12632	Y	Y	6/8/20
69456	6/8/20	10710	12696	Y	N	11/8/20
69426	11	10709	12695	Y	Y	11/8/20
69427	11	10640	12658	Y	N	8/8/20

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
69366	3/8/20	10683	12669			10/8/20
69384	4/8/20	10631	12614			5/8/20
69387	✓	10716 10716	12702			11/8/20
69389	✓	10650	12636			7/8/20
69391	✓	10632	12617			5/8/20
69393	✓	10673	12659			8/8/20
69394	✓	10664	12650			7/8/20
69396	✓	10669	12655			8/8/20
69398	5/8/20	10715	12701			11/8/20

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
69141	25/7/20					
69191	27/7/20	10587	12567	7	7	31/7/20
69194	28/7/20					
69195	2	10558	12538	8	N	29/7/20
69196	2					
69213	2	10718	12704	8	N	11/8/20
69217	2	10565	12545	7	7	30/7/20
69219	2	10570	12551	8	N	11
69223	2	10615	12598	7	7	3/8/20

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 ☐ No	Remarks
67133	14/5/20	10417	12392			21/7/20
68993	21/7/20					
68991	"	10431	12405	Y	Y	22/7/20
68992	"	10432	12406	Y	Y	22/7/20
68876	22/7/20	10700	12686	P	N	11/8/20
68683	7/7/20					
69002	22/7/20	10524	12504	Y	Y	
69003	"	10483	12462	Y	Y	25/7/20
69006	"					

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
16 67412	23/5/20	9591	11497	Yes/ No	Yes/ No	
16 67413	✓	9465	11365	P	N	
16 67417	✓	9465	11361	P	N	
19 67420	✓	9532	11430	P	N	
67443	21/5/20					
67368	22/5/20					
67430	23/5/20	10402	12688	✓	✓	11/8/20
31 67439	14/5/20	9436	11323	✓	✓	
14 67337	20/5/20	9438	11325	✓	✓	

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
69556	11/8/20	10723	12709			12/8/20
69547	2	10724	12710	Y	Y	11
69332	31/7/20	for 3127	12712	P	N	12/8/20 After window
69068	23/7/20	for 3128	12713	Y	Y	12/8/20 2
69266	26/6/20	for 3129	12714	Y	Y	12/8/20 2
69351	4/8/20	10726	12715	Y	Y	12/8/20
69278	29/7/20	10727	12716	Y	Y	2
69562	12/8/20					
69564	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
69491	10/8/20					
69492	"	10725	10711	Y	Y	12/8/20
69494	"	10728	12717	Y	Y	12/8/20
69507	"	10703	12689	Y	Y	11/8/20
69520	"					
69481	11/8/20					
69514	10/8/20					
69527	11/8/20					
69528	"					

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
69195	28/7/20	10694	12680			10/8/20
69518	10/8/20					
69519	11					
69521	08/08/20	10722	12708	Y	Y	12/8/20
69523	11					
69525	11	10706	12692	P	N	11/8/20
69459	7/8/20					
69470	8/8/20	10704	12690	Y	Y	11/8/20
69471	11	10699	12685	Y	Y	11/8/20

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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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	12551	Y	Y	30/7/20
69146	✓	10517	12497	Y	Y	28/7/20
69147	✓	10583	12563	Y	Y	31/7/20
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	✓	10729	12718	Y	Y	12/8/20
69166	✓	10730	12719	Y	Y	12/8/20

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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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
69578	12/8/20					
69581	11					
69594	13/8/20					
69596	✓					
69601	✓					
69603	✓					
69606	✓					
69607	✓					
68695	9/7/20	SN 3131	10721	✓	N	Am Wadon 13/8/20

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
69565	12/8/20					
69569	✓					
69572	✓					
69573	✓					
69576	✓	10731	10724	✓	✓	13/8/20
69583	✓					
69585	✓					
69551	11/8/20					
69568	✓					

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
69556	11/8/20	10723	12709	☒ Yes		12/8/20
69547	2	10724	12710	☒ Yes	☒ Yes	11
69332	31/7/20	10727	12712	☒ Yes	☒ Yes	12/8/20 full window
69068	23/7/20	10728	12713	☒ Yes	☒ Yes	12/8/20
69266	26/6/20	10729	12714	☒ Yes	☒ Yes	12/8/20
69351	4/8/20	10726	12715	☒ Yes	☒ Yes	12/8/20
69378	29/7/20	10727	12716	☒ Yes	☒ Yes	12
69562	12/8/20	10736	12729	☒ Yes	☒ Yes	13/8/20
69564	11	10734	12727	☒ Yes	☒ Yes	13/8/20

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
69529	11/8/20					
69531	11					
69552	11					
69554	11					
69561	11	10832	12725	Y	Y	13/8/20
69025	22/7/20	10695	12881	P	N	11/8/20
67588	29/5/20	10696	12682	P	N	11/8/20
67588	11	10697	12683	Y	Y	11/8/20
69275	29/7/20	10698	12684	P	N	11/8/20

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
68636	6/7/20	10497	12476			27/7/20
68824	13/7/20	10499	12478	Y	Y	27/7/20
67569	27/5/20	10501	12480	Y	Y	"
68823	13/7/20	10503	12482	P	N	27/7/20
68613	4/7/20	10504	12483	Y	Y	27/7/20
69131	25/7/20	10629	12612	P	N	4/8/20
69132	"					
69136	"	SN 3133	12723	Y	Y	13/8/20 A/c
69138	"					

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
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	"					
68695	"	80 3130	12720	P	N	13/8/20 Mu W row
68696	"					
68698	"	10525	12505	P	N	28/7/20 55% not paid 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
68466	3/16/20	10086	12031			1/7/20
68467	✓	10091	12036	P	N	1/7/20
68469	✓	10134	12083	Y	Y	3/7/20
68472	✓	10116	12061	Y	Y	2/7/20
68474	✓	10156	12110	P	N	4/7/20
68478	✓	10130	12075	Y	Y	2/7/20
68415	1/7/20	PO 3132 SO 3132	12722	Y	Y	13/8/20 file
68416	✓	SO 3110	12225	P	N	10/7/20
68419	✓	10216	12173	P	N	8/7/20

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