

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.

Note: 1. Write on alternate lines. 2. Enter all invoices and DC nos related to each PO 3. If material is fully delivered before closing PO 5. If advice to close after partial delivery, mark accordingly.

Scan ID

SUMMIT SALES LLP - PURCHASE ORDER - LOG BOOK

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes No	PO closed Yes	Remarks
69908	27/8/20	10890	12910			28/8/20
69899	✓	10891	12911	✓	✓	✓
69898	26/8/20	10896	12916	P	N	✓
69246	28/7/20	10898	12918	P	N	✓
69910	28/8/20					
69911	✓					
69912	✓					
69913	✓					
69914	✓					

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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SUMMIT SALES LLP - PURCHASE ORDER - LOG BOOK

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes/ No	P.O closed Yes	Remarks
68858	10/7/20	Khanna 3043	12898		N	28/8/20
68591	27/5/20	11 3043	12902	P	N	11
69729	20/8/20	MPL 2933	12903	Y	Y	11 - File
68258	10/7/20	MPL 2934	12904	Y	Y	11
67591	27/5/20	MPL 2935	12905	Y	Y	Y
87274	17/5/20	MPL 2936	12906	Y	Y	Y
68692	4/7/20	MPL 2937	12907	P	N	Y
68708	7/7/20	MPL 2938	12908	P	N	Y
69907	27/8/20					

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SUMMIT SALES LLP - PURCHASE ORDER - LOG BOOK

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes No	PO closed Yes	Remarks
69847	26/8/20	10889	12914			28/8/20
69849	✓					
69851	✓	10889	12909	✓	✓	28/8/20
69860	✓	10888	12901	✓	✓	28/8/20
69868	✓					
69869	✓					
69871	✓	10895	12915	✓	✓	28/8/20
69876	✓					
69877	✓					

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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SUMMIT SALES LLP - PURCHASE ORDER - LOG BOOK

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes/ No	PO closed Yes	Remarks
69805	25/8/20					
69830	26/8/20	10886	12897	Y	Y	28/8/20
69831	✓	10887	12900	Y	Y	11
69835	✓					
69837	✓	10892	12912	Y	Y	28/8/20
69838	✓					
69840	✓	10897	12917	Y	Y	28/8/20
69842	✓	10893	12913	Y	Y	28/8/20
69844	✓	10894	12882	Y	Y	28/8/20

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.

SUMMIT SALES LLP - PURCHASE ORDER - LOG BOOK

Scan ID: _____

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☒ No	PQ closed Yes/No	Remarks
69330	31/7/20	10897	12919		Yes	28/8/20
69331	1	10847	12852	Y	Y	25/8/20
69337	2	10608	12591	Y	Y	3/8/20
69021	22/7/20	10612	12595	P	N	3/8/20
69183	27/7/20	10616	12599	Y	Y	3/8/20
69349	1/8/20	10623 12603	12606	Y	Y	4/8/20
69347	1	10627	12610	Y	Y	4/8/20
69273	3/8/20	10625	12608	P	N	4/8/20
69374	4/8/20	10626	12609	Y	Y	4/8/20

Note: 1. Write on alternate lines. 2. Enter all invoices and DC nos related to each PQ 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

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes/ No	PO closed Yes	Remarks
69915	28/8/20					
69918	"					
69919	"	10914	12935	Y	Y	29/8/20
69920	"					
69921	"					
69316	31/7/20	10900	12920	P	N	28/8/20
69885	26/8/20	10901	12921	Y	Y	29/8/20
69660	18/8/20	10902	12922	P	N	"
69825	15/6/20	10911	12932		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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SUMMIT SALES LLP - PURCHASE ORDER - LOG BOOK

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes No	PO closed Yes	Remarks
69908	27/8/20	10890	12910	Yes No	Yes	28/8/20
69899	✓	10891	12911	Yes No	Yes	✓
69898	26/8/20	10896	12916	Yes No	Yes	✓
69246	28/7/20	10898	12918	Yes No	Yes	✓
69910	28/8/20					
69911	✓	10910	12931	Yes No	Yes	29/8/20
69912	✓					
69913	✓					
69914	✓					

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

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes No	PO closed Yes	Remarks
69847	26/8/20	10894	12914			28/8/20
69849	✓	10905	12926	✓	✓	29/8/20
69851	✓	10887	12909	✓	✓	28/8/20
69860	✓	10888	12901	✓	✓	28/8/20
69868	✓					
69869	✓					
69871	✓	10895	12915	8	8	28/8/20
69876	✓	10908	12928	7	7	29/8/20
69877	✓	10907	12930	7	7	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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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes No	PO closed Yes	Remarks
69823	25/8/20	10906	12927			29/8/20
69824	22/8/20	10868	12876	Y	Y	27/8/20
69826	25/8/20					
69603	13/8/20	10850	12855	Y	Y	26/8/20
69554	11/8/20	10852	12857	Y	Y	26/8/20
69607	13/8/20	10853	12858	Y	N	11
69446	6/8/20	10864	12857	Y	Y	11
69406	5/8/20	10856	12861	Y	Y	11
69372	3/8/20	10863	12871	Y	N	11

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SUMMIT SALES LLP - PURCHASE ORDER - LOG BOOK

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered		PO closed	Remarks
				Yes/	No	Yes	
69792	25/8/20						
69784	11	10876	12884	Y		Y	27/8/20
69793	11						
69794	11	10904	12925	Y		Y	27/8/20
69795	11	10903	12924	Y		Y	27/8/20
69796	11	10877	12885	Y		Y	27/8/20
69791	24/8/20	10832	12836	Y		Y	25/8/20
69662	19/8/20	10838	12837			P N	25/8/20
69527	11/8/20	10837	12838			Y	25/8/20

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.

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
69802	25/8/20					
69806	25/8/20	10908	12929	Y	Y	29/8/20
69809	25/8/20	10880	12872	Y	Y	27/8/20
69810	25/8/20	10882	12874	Y	Y	25/8/20
69811	25/8/20					
69812	25/8/20	10864	12872	Y	Y	27/8/20
69813	25/8/20	10883	12875	Y	Y	25/8/20
69815	25/8/20					
69817	25/8/20					

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
68298	25/6/20	10224	12181			8/7/20
68493	11/7/20	10225	12182	P	N	8/7/20
68459	"					
68624	9/7/20	10383	12350	P	N	17/7/20
68661	"					
68690	"					
68695	"	SN 3130	12720	P	N	13/8/20 New Uncon
68696	"	SN 3150	12923	P	N	29/8/20
68698	"	10525	12505	P	N	28/7/20 55% Not paid way Bill not done

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered		PO closed	Remarks
				Yes/	No	Yes	
69951	31/8/20						
68904	21/9/20	10920	12941	P	N		31/8/20
69649	19/8/20	10921	12942	M	Y		31/8/20
69642	18/8/20	10922	12943		Y		✓
69594	13/8/20	10923	12944		Y		✓
69654	18/8/20	10929	12950		Y		31/8/20
69980	31/8/20	10928	12949		Y		✓
6936	31/7/20	10930	12951	P	N		✓

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered	PO closed	Remarks
69459	7/8/20	10912	12933	Yes No	Yes	29/8/20
69660	18/8/20	10913	12934	P	N	29/8/20
69680	19/8/20	10915	12936	P	N	29/8/20
69937	29/8/20					
69945	✓					
69946	✓	10925	12946	✓	✓	31/8/20
69947	✓					
69949	✓	10727	12948	✓	✓	31/8/20
69956	✓	10926	12947	✓	✓	31/8/20

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes ☐ No	PQ closed	Remarks
69802	25/8/20	10919	12938	☒ Yes ☐ No	Yes	31/8/20
69806	2	10908	12929	☒ Yes ☐ No	Yes	29/8/20
69809	2	10880	12892	☒ Yes ☐ No	Yes	28/8/20
69810	2	10882	12875	☒ Yes ☐ No	Yes	2
69811	2	10919	12940	☒ Yes ☐ No	Yes	31/8/20
69812	2	10864	12872	☒ Yes ☐ No	Yes	27/8/20
69813	2	10883	12895	☒ Yes ☐ No	Yes	2
69815	2	10918	12939	☒ Yes ☐ No	Yes	31/8/20
69818	2			☒ Yes ☐ No	Yes	

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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	27/7/20					
69150	27/7/20	10546	12526	P	N	29/7/20
69152	✓					
69153	✓	10568	12548	✓	✓	30/7/20
69154	✓	10539	12519	P	N	28/7/20
69155	✓	10924	12945	P	N	31/8/20

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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
58593	3/7/20	10453	12432			23/7/20
58041	16/6/20	Sn 3121	12427	Y	N	23/7/20
58840	14/7/20	10454	12433	Y	Y	23/7/20
67234	18/5/20	10455	12434	Y	Y	23/7/20
68687	7/7/20	10459	12438	Y	Y	11
68570	3/7/20	10460	12439	Y	N	23/7/20
69045	23/7/20	10916	12937	Y	Y	31/8/20
69051	11	10660	12646	Y	Y	7/8/20
69057	11	10348	12888	Y	Y	27/8/20

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes No	PO closed Yes	Remarks
69936	28/8/20	10945	12966			11/9/20
68919	18/7/20	10946	12967	P	N	11
69972	24/8/20	10948	12969	Y	Y	11
69974	11	10950	12971	Y	Y	11
69805	25/8/20	10951	12972	P	N	11
69606	13/8/20	10952	12973	P	N	11/9/20
69481	11/8/20	10953	12974	P	N	11
68678	9/8/20	10954	12975	Y	Y	11
69974	31/8/20					

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes/ No	PO closed Yes	Remarks
69982	31/8/20					
69596	13/8/20	10938	12953	Y	Y	19/20
69607	11	10934	12955	Y	Y	11
69840	26/8/20	10936	12957	P	N	11
69662	19/8/20	10937	12958	Y	Y	11
69865	25/8/20	10938	12959	Y	Y	11
69685	19/8/20	10939	12960	Y	Y	11/20
69918	28/8/20	10941	12962	P	N	11
69931	11	10944	12965	Y	Y	19/20

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes/ No	PO closed Yes	Remarks
69966	31/8/20				Yes	
69967	11					
69968	11					
69970	11					
69971	11					
69972	11	10931	12912	P	N	11/9/20
69974	11					
69978	11					
69971	11					

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes/ No	PO closed Yes	Remarks
69459	7/8/20	10912	12933	Yes No	Yes	29/8/20
69660	18/8/20	10913	12934	P	N	✓
69680	19/8/20	10915	12936	P	N	29/8/20
69939	29/8/20					
69945	✓					
69946	✓	10925	12946	✓	✓	31/8/20
69947	✓	10935	12956	✓	✓	1/9/20
69949	✓	10927	12948	✓	✓	31/8/20
69956	✓	10926	12947	✓	✓	✓

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
69915	28/8/20					
69918	11	10940	12961	P	N	11/9/20
69919	11	10914	12935	-	Y	29/8/20
69920	11					
69921	11					
69316	31/7/20	10900	12920	P	N	28/8/20
69885	26/8/20	10901	12921	Y	Y	29/8/20
69660	18/8/20	10902	12922	P	N	11
69825	15/6/20	10911	12932	Y	Y	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		PO closed	Remarks
				Yes/	No	Yes	
69805	25/8/20						
69830	26/8/20	10886	12897	Y		Y	28/8/20
69831	✓	10887	12900	Y		Y	11
69835	✓						
69837	✓	10892	12912	Y		Y	28/8/20
69838	✓	10947	12970	Y		Y	11/9/20
69840	✓	10877	12917	Y		N	28/8/20
69842	✓	10893	12913	Y		Y	28/8/20
69844	✓	10874	12882	Y		N	27/8/20

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
69792	25/8/20	10943	12964			11/9/20
69784	11	10871	12884	Y	Y	27/8/20
69793	11	10947	12968	Y	Y	11/9/20
69794	11	10904	12925	Y	Y	29/8/20
69795	11	10903	12924	Y	Y	29/8/20
69796	11	10877	12885	Y	Y	27/8/20
69791	29/8/20	10837	12836	Y	Y	25/8/20
69662	19/8/20	10838	12837	P	N	25/8/20
69527	11/8/20	10837	12838	Y	Y	25/8/20

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.

SUMMITT SALES LLP -- PURCHASE ORDER - LOG BOOK

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[illegible]

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SUMMIT SALES LLP - PURCHASE ORDER - LOG BOOK

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered		PO closed	Remarks
				Yes/	No	Yes/	
70014	11/9/20	10956	12977			N	2/9/20
70014	L	10957	12977	P		N	✓
70028	2/9/20	10958	12977	✓		✓	✓
70035	✓	10959	12980	✓		✓	✓
69840	26/8/20	10961	12972	✓		✓	✓
69981	31/8/20	10963	12984	P		N	2/9/20
69154	27/7/20	10964	12985	✓		✓	✓
68675	9/7/20	10968	12987	✓		✓	✓
68275	26/6/20	10969	12990	P		N	✓

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
70044	2/9/20					
70059	2					
70064	21					
70066	2					
70067	2					
70068	2					
69984	1/9/20					
69986	2					
69987	2	10955	12976	7	7	2/7/20

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		PO closed	Remarks
				Yes/	No	Yes	
69977	31/8/20						
7006	11/9/20						
70067	✓						
70015	✓						
70023	✓						
70058	✓	10974	12792	✓		✓	2/9/20
70040	2/9/20						
70042	✓						
70093	✓						

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
69982	31/8/20	10960	12981		Yes	2/9/20
69596	13/8/20	10938	12952	Y	Y	1/9/20
69607	"	10934	12955	Y	Y	Y
69840	26/8/20	10936	12957	P	N	Y
69662	19/8/20	10937	12958	Y	Y	Y
69865	25/8/20	10938	12959	Y	Y	Y
69685	19/8/20	10939	12960	Y	Y	1/9/20
69918	28/8/20	10941	12962	P	N	Y
69931	"	10944	12965	Y	Y	1/9/20

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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SUMMIT SALES LLP - PURCHASE ORDER - LOG BOOK

PONo.	PO Date	DC No.	Invoice Nos	Material fully delivered		PO closed	Remarks
				Yes/	No	Yes	
69966	31/8/20						
69967	11						
69968	✓						
69970	✓	10967	12988	✓		✓	2/9/20
69971	✓						
69972	✓	10931	12982	✓		✓	1/9/20
69974	✓	10965	12986	✓		✓	2/9/20
69978	✓	10966	12987	✓		✓	✓
69971	✓	10962	12983	✓		✓	2/9/20

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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SUMMIT SALES LLP - PURCHASE ORDER - LOG BOOK

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered		PO closed	Remarks
				Yes	No		
69581	12/8/20	10991	13012			Yes	Cont M PL
68904	21/7/20	SN 3201	13013	P		N	3/9/20 W aban
68905	"	SN 3204	13016	P		N	"
68417	30/6/20	SN 3207	13018			Y	" Link
67856	15/7/20	SN 3208	13019			Y	"
69481	11/8/20	SN 3207	13020	P		N	" W bow
69400	5/8/20	10992	13021	P		N	3/9/20
69972	21/8/20	10993	13022	P		N	"
69213	28/7/20	10994	13023	P		N	3/9/20

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PO No.	PO Date	DC No.	Invoice Nos.	Material fully delivered Yes No	PO closed Yes	Remarks
69317	31/7/20	10970	12991			2/9/20
69695	19/8/20	10972	12993	Y	Y	
69801	22/5/20	10973	12995	Y	Y	
69559	11/8/20	10974	12995	Y	Y	
70058	2/9/20	10976	12997	Y	Y	2/9/20
70027	"	10977	12998	Y	Y	3/9/20
70067	"	10978	12999	Y	Y	3/9/20
69935	28/8/20	10987	13010	Y	Y	"
69643	18/8/20	10990	13011	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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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes/ No	PO closed Yes	Remarks
70044	2/9/20					
70059	2	10977	13000	-	Y	3/9/20
70064	2					
70066	2	10981	13000	P	N	3/9/20
70067	2					
70068	2	10980	13001	P	N	3/9/20
69984	1/9/20					
69986	2					
69987	2	10955	12976		Y	2/9/20

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Scan ID

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes/ No	PO closed Yes	Remarks
69966	31/8/20					
69967	11					
69968	1					
69970	1	10967	12987	Y	Y	2/9/20
69971	1	10982	13003	Y	Y	3/9/20
69972	1	10931	12982	P	N	1/9/20
69974	1	10965	12986	Y	Y	2/9/20
69978	1	10966	12987	Y	Y	1
69971	1	10962	12983	P	N	2/9/20

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		PO closed	Remarks
				Yes	No	Yes	
69459	7/8/20	10912	12933				29/8/20
69660	18/8/20	10913	12934				2
69680	19/8/20	10915	12936				29/8/20
69939	29/8/20	-					
69945	✓	10975	12996				3/9/20
69946	✓	10925	12946				31/8/20
69947	✓	10935	12956				1/9/20
69949	✓	10927	12948				31/8/20
69956	✓	10926	12947				✓

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes No	PO closed	Remarks
69915	28/8/20	10985	13006		Yes	3/9/20
69918	"	10940	12961	P	N	1/9/20
69919	"	10914	12935	-	Y	29/8/20
69920	"	10987	13008	Y	Y	3/9/20
69921	"	10988	13009	P	N	1/9/20
69316	31/7/20	10900	12920	P	N	28/8/20
69885	26/8/20	10901	12921	Y	Y	29/8/20
69660	18/8/20	10902	12922	P	N	"
69835	15/6/20	10911	12932	Y	Y	"

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes No	PO closed Yes	Remarks
69908	27/8/20	10890	12910	Yes No	Yes	27/8/20
69899	✓	10891	12911	✓	✓	✓
69898	26/8/20	10896	12916	P N	✓	✓
69246	28/7/20	10898	12918	P N	✓	✓
69910	28/8/20	10942	12963	✓	✓	11/9/20
69911	✓	10910	12931	✓	✓	29/8/20
69912	✓	10984	13005	✓	✓	3/9/20
69913	✓	10933	12954	✓	✓	1/7/20
69914	✓	10983	13004	✓	✓	3/9/20

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes No	PO closed Yes	Remarks
69847	26/8/20	10895	12915			28/8/20
69849	✓	10905	12926	✓	✓	29/8/20
69851	✓	10889	12909	✓	✓	28/8/20
69860	✓	10888	12901	✓	✓	28/8/20
69868	✓ Sr 3200 ✓ 13075	Sr 3200 ✓ 13075	13015	✓	✓	3/9/20
69869	✓	Sr 3205	13017	✓	✓	U Rite
69871	✓	10895	12915	✓	✓	28/8/20
69896	✓	10907	12928	✓	✓	29/8/20
69897	✓	10909	12930	✓	✓	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
69578	12/8/20	SN 3134	12753		N	17/8/20
69581	11	10986	13007	Y	Y	6-11 mpc 3/9/20
69594	13/8/20	10816	12815	P	N	21/8/20
69596	✓	10761	12759	P	N	17/8/20
69601	✓	10766	12764	P	N	18/8/20
69603	✓	10804	12802	P	N	20/8/20
69606	✓	10792	12770	P	N	17/8/20
69607	✓	10763	12761	P	N	17/8/20
68695	9/7/20	SN 3131	12721	P	N	Atu Wadaw 13/8/20

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered ☐ Yes/ ☒ No	PO closed Yes/ ☒ No	Remarks
68855	15/7/20	10408	12379			20/7/20
68856	"					
68863	"					
68866	"	10357	12326	7	7	16/7/20
68867	"	103203	13015	7	7	3/9/20
68650	7/7/20	10324	12291	7	7	15/7/20
68273	25/6/20	10325	12292	7	7	15/7/20
68274	"	10326	12293	7	7	15/7/20
68331	"	10327	12294	7	7	"

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