

Scan ID

SUMMIT SALES LLP - PURCHASE ORDER - LOG BOOK

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered		PO closed	Remarks
				Yes/	No	Yes/	
70687	24/9/20	11346	13410			Yes	25/9/20
70425	15/9/20	11347	13411			N	
70499	17/9/20	11348	13412			Y	
70298	16/9/20	11349	13413			Y	
70714	24/9/20	11350	13415			Y	
70700	11	11353	13417			Y	
70683	23/9/20	11354	13418			Y	
70504	17/9/20						
70668	23/9/20						

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		
70571	19/9/20	11338	13399			Yes N	24/9/20
70571							
70680	23/9/20	11339	13400	P		N	✓
70053	2/9/20	MP02942	13401	-	Y	Y	✓ file
69986	11/9/20	MP02947	13403	Y	Y	Y	✓
69825	25/8/20	V003254	13404	P	N	N	✓
70390	14/9/20	11341	13405	P	N	N	25/9/20
70102	4/9/20	11342	13406	P	N	N	✓
70693	24/9/20	11343	13407	Y	Y	Y	✓
70694	✓	11344	13408	Y	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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SUMMIT SALES LLP - PURCHASE ORDER - LOG BOOK

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes/ No	PO closed Yes	Remarks
70310	10/9/20	11308	13368			23/5
70298	11	11310	13310	P	N	23/9/20
70679	23/9/20	11311	13311	P	N	✓
70678	11	11312	13312	P	N	✓
70667	11	11313	13313	✓	✓	✓
70650	23/9/20	11345	13409	✓	✓	25/9/20
70668	11	11365	13429	P	N	26/9/20
70669	✓					
70670	✓					

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
70310	10/9/20	11308	13368			23/9/20
70298	11	11310	13310	P	N	2
70679	23/9/20	11311	13311	P	N	2
70678	11	11312	13312	P	N	2
70669	11	11313	13313	Y	Y	2
70650	23/9/20	11345	13409	Y	Y	25/9/20
70668	11					
70669	2					
70670	2					

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	
70631	22/9/20						
70636	✓						
70638	✓	11332	13392	✓		✓	24/9/20
70639	✓						
70640	✓	11351	13415	✓		✓	25/9/20
70641	✓						
70643	✓						
70646	✓						
70647	✓	11315	13374	✓		✓	24/9/20

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
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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
70557	18/9/20	11352	13416		Yes	25/9/20
70558	"	11280	13339	Y	Y	22/9/20
70559	"	11281	13340	Y	Y	"
70560	"	11279	13338	Y	Y	22/9/20
70390	14/9/20	11231	13285	P	N	17/9/20
7010	4/9/20	11232	13286	P	N	"
69480	8/8/20	11233	13287	Y	Y	"
69616	14/8/20	11236	13290	P	N	"
70693	17/9/20	11238	13292	Y	Y	"

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SUMMIT SALES LLP - PURCHASE ORDER - LOG BOOK

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered	PO closed	Remarks
70767	25/9/20	11362	13426	Yes No	Yes	26/9/20
70767	23/9/20	11363	13427	✓	✓	
70769	26/9/20	11364	13428	✓	✓	
70757	25/9/20					
70758	✓					
70760	✓					
70762	✓					
70764	✓					
70765	✓					

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
70720	25/9/20					
70724	24/9/20					
70726	25/9/20					
70729	25/9/20					
70731	11					
70239	8/9/20	11355	13419	P	N	26/9/20
70686	23/9/20	11358	13422	P	N	✓
70312	10/9/20	11360	13424	P	N	✓
69905	24/8/20	11361	13425	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		PO closed	Remarks
				Yes/	No	Yes	
70670	23/9/20						
70671	✓	11356	13420	✓		✓	26/9/20
70672	✓						
70692	24/9/20						
70696	✓						
70697	✓						
70699	✓	11359	13423			✓	26/9/20
70700	21/11						
70703	✓						

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
70631	22/9/20					
70636	✓	11358	13421	✓	✓	26/9/20
70638	✓	11332	13392	✓	✓	24/9/20
70639	4					
70640	✓	11351	13415	✓	✓	25/9/20
70641	✓					
70643	✓					
70646	✓					
70647	✓	11315	13374	✓	✓	24/9/20

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 Yes/ No	PO closed Yes/ No	Remarks
70685	23/9/20	11375	13439	Yes/ No	Yes/ No	28/9/20
70464	16/9/20	11377	13441	Yes/ No	Yes/ No	
70466	"	11378	13442	Yes/ No	Yes/ No	
70347	11/9/20	11379	13443	Yes/ No	Yes/ No	
69568	11/8/20	11380	13444	Yes/ No	Yes/ No	Co-1-Vida River
70423	15/9/20	11381	13445	Yes/ No	Yes/ No	
70567	19/9/20	11385	13449	Yes/ No	Yes/ No	
69026	22/7/20	JN 3224	13450	Yes/ No	Yes/ No	
70507	12/9/20	11386	13451	Yes/ No	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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SUMMIT SALES LLP - PURCHASE ORDER - LOG BOOK

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes/ No	PO closed Yes	Remarks
70773	26/9/20					
70775	11					
70777	11					
70779	11					
70780	11					
70781	11	11366	13430	Y	Y	28/9/20
70784	11	11367	13431	Y	Y	11
70551	18/9/20	11373	13437	Y	Y	11
70507	17/9/20	11375	13438	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
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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
70767	25/9/20	11362	13426	Yes No	Yes	26/9/20
70667	23/9/20	11363	13427	Yes No	Yes	✓
70769	26/9/20	11364	13428	Yes No	Yes	✓
70757	25/9/20					
70758	✓					
70760	✓					
70762	✓					
70764	✓	11382	13446	Yes No	Yes	28/9/20
70765	✓	11383	13447	Yes No	Yes	✓

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
70704	24/7/20	1137	13436	Yes/ No	Yes/ No	28/9/20
70705	2	11371	13435	Yes/ No	Yes/ No	28/9/20
70706	2	11376	13440	Yes/ No	Yes/ No	28/9/20
70707	2					
70708	2	11370	13438	Yes/ No	Yes/ No	28/9/20
70709	2	11369	13433	Yes/ No	Yes/ No	28/9/20
70710	2					
70713	2					
70719	2					

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	
70670	23/9/20						
70671	✓	11356	13420	✓		✓	26/9/20
70672	✓						
70692	24/9/20						
70696	✓						
70697	✓						
70699	✓	11359	13423			✓	26/9/20
7070	21/11	11368	13434			✓	28/9/20
70703	✓						

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
70631	22/9/20					
70636	✓	11352	13421	✓	✓	26/9/20
70638	✓	11332	13392	✓	✓	24/9/20
70639	4	11388	13455	✓	✓	28/9/20
70640	✓	11351	13415	✓	✓	25/9/20
70641	✓					
70643	✓					
70646	✓					
70647	✓	11315	13374	✓	✓	24/9/20

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
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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes ☒ No ☒	PO closed Yes ☒	Remarks
70567	19/9/20	11260	13313			21/9/20
70301	18/9/20	11261	13315			
70524	19/9/20	11272	13330			22/9/20
70629	22/9/20	11273	13332			
70567	19/9/20	11220	13380			24/9/20
70569						
70571						
70572		11387	13454			28/9/20
70576	21/9/20	11297	13359			23/9/20

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 Yes/ No	PO closed Yes	Remarks
70542	18/9/20					
70543	✓					
70544	✓	11259	13313	✓	✓	21/9/20
70545	✓	11234	13288	✓	✓	19/9/20
70551	✓	11263	13313	✓	✓	21/9/20
70552	✓					
70553	✓	11384	13448	✓	✓	28/9/20
70554	✓	11257	13311	✓	✓	21/9/20
70556	✓	11266	13320	✓	✓	21/9/20

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 Yes No	PO closed Yes	Remarks
70414	15/9/20	11405	13471	✓	✓	29/9/20
70498	17/9/20	11405	13472	✓	✓	11
70517	11	11406	13473	✓	✓	11
70684	23/9/20	11407	13474	✓	✓	11
70688	11	11408	13475	✓	✓	11
70716	26/8/20	11409	13476	✓	✓	11
70571	19/9/20	11410	13477	✓	✓	11
70815	29/9/20					
70816	11					

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes/ No	PO closed Yes	Remarks
70814	28/9/20					
70828	11					
70848	✓					
70850	✓					
70462	16/9/20	11392	13459	✓	✓	29/9/20
70630	22/9/20	11398	13465	✓	✓	✓
70802	28/9/20	11399	13466	✓	✓	✓
70581	21/9/20	11400	13467	✓	✓	✓
70804	28/9/20	11401	13468	✓	✓	✓

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
70773	26/9/20	11412	13477	Yes/No	Yes	29/9/20
70775	11	11411	13478	Y	Y	11
70777	11	11397	13464	Y	Y	29/9/20
70779	11	11393	13460	Y	Y	29/9/20
70780	11	11396	13463	Y	N	11
70781	11	11366	13430	Y	Y	28/9/20
70784	11	11367	13431	Y	Y	11
70551	18/9/20	11373	13437	Y	Y	11
70507	17/9/20	11375	13438	Y	N	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
70767	25/9/20	11362	13426		Yes	26/9/20
70767	23/9/20	11363	13427	✓	✓	✓
70769	26/9/20	11364	13428	✓	✓	✓
70757	25/9/20					
70758	✓	11391	13458	✓	✓	29/9/20
70760	✓					
70762	✓	11395	13462	✓	✓	29/9/20
70764	✓	11382	13446	✓	✓	28/9/20
70765	✓	11383	13447	✓	✓	✓

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		PO closed	Remarks
				Yes/	No	Yes	
70670	23/9/20						
70671	✓	11356	13420	✓		✓	26/9/20
70672	✓						
70692	24/9/20						
70696	✓						
70697	✓	11394	13461	✓		✓	29/9/20
70699	✓	11359	13423	✓		✓	26/9/20
70700	24/9/20	11368	13434	✓		✓	28/9/20
70703	✓						

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	
70524	17/9/20						Double Entry
70529	✓	11402	13469			N	29/9/20
70530	✓	11288	13348	✓		✓	23/9/20
70531	✓	11287	13347	✓		✓	23/9/20
70536	18/9/20						
70537	✓	11292	13352	✓		✓	23/9/20
70538	✓	11286	13346	✓		✓	23/9/20
70540	✓	11256	13310	✓		✓	21/9/20
70541	✓	11265	13315			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/ No	Remarks
70105	4/9/20	Vh 3255	13331	Yes/ No	Yes/ No	File 22/9/20
70108	4	Vh 3252	13326	Yes/ No	Yes/ No	22/9/20
70109	4	11403	13470	Yes/ No	Yes/ No	22/9/20
70110	4					
70131	5/9/20					
70132	4					
70102	4/9/20	11119	13102	Yes/ No	Yes/ No	11/9/20
70103	4	11107	13150	Yes/ No	Yes/ No	10/9/20
70113	4	11072	13104	Yes/ No	Yes/ No	7/9/20

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 Yes/No	PO closed Yes	Remarks
70391	14/9/20	11420	13494	Yes/No	Yes	30/9/20
69805	25/8/20	11421	13495	Yes/No	Yes	11
70896	30/9/20	11423	13497	Yes/No	Yes	
70541	18/9/20	11425	13499	Yes/No	Yes	11
70108	4/9/20	MPC 2944	13500	Yes/No	Yes	11 - file
69761	24/8/20	SW 3233	13501	Yes/No	Yes	11 - Cont
67255	19/5/20	SW 3232	13502	Yes/No	Yes	11 - Cont
70894	30/9/20	11426	13503	Yes/No	Yes	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
70865	27/9/20					
70532	17/9/20	Sw 3228	13481	Y	Y	30/9/20
70680	23/9/20	11413	13483	P	N	Y
69418	7/8/20	Sw 3230	13484	P	N	Y
68696	9/7/20	Sw 3231	13485	P	N	Y
70105	4/9/20	MLC 2945	13486	Y	Y	Y
70878	29/9/20	11415	13488	Y	Y	Y
70396	14/9/20	11417	13490	Y	Y	Y
70885	30/9/20	11419	13493	Y	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
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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes/ No	PO closed Yes	Remarks
70767	25/9/20	11362	13426	Yes/ No	Yes	26/9/20
70667	23/9/20	11363	13427	Yes/ No	Yes	✓
70769	26/9/20	11364	13428	Yes/ No	Yes	✓
70757	25/9/20					
70758	✓	11391	13458	Yes/ No	Yes	29/9/20
70760	✓	11418	13492	Yes/ No	Yes	30/9/20
70762	✓	11395	13462	Yes/ No	Yes	29/9/20
70764	✓	11382	13446	Yes/ No	Yes	28/9/20
70765	✓	11383	13447	Yes/ No	Yes	✓

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/ No	Remarks
70704	24/9/20	11372	13436	Yes/ No	Yes/ No	28/9/20
70705	2	11371	13435	Yes/ No	Yes/ No	28/9/20
70706	2	11370	13440	Yes/ No	Yes/ No	28/9/20
70707	2					
70708	2	11370	13439	Yes/ No	Yes/ No	28/9/20
70709	2	11369	13433	Yes/ No	Yes/ No	28/9/20
70710	2					
70713	2	11422	13496	Yes/ No	Yes/ No	30/9/20
70719	2					

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.

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
70670	23/9/20	11416	13489			30/9/20
70671	✓	11356	13420	✓	✓	26/9/20
70672	✓					
70672	24/9/20					
70696	✓					
70697	✓	11394	13461	✓	✓	29/9/20
70699	✓	11359	13423	✓	✓	26/9/20
70700	21/11	11368	13434	✓	✓	28/9/20
70703	✓					

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PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes No	PO closed Yes	Remarks
70672	23/9/20	11415	13487			30/9/20
70671	✓					
70677	✓	11337	13398	P	N	24/9/20
70066	2/9/20	11316	13376	Y	Y	24/9/20
70144	5/9/20	11317	13377	Y	Y	✓
69645	18/8/20	11318	13379	Y	Y	✓
70362	12/9/20	11319	13379	Y	Y	✓
70687	23/9/20	11322	13382	Y	Y	✓
70691	24/9/20	11323	13383	P	N	✓

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Scan ID

PO No.	PO Date	DC No.	Invoice Nos	Material fully delivered Yes/ No	PO closed Yes	Remarks
70577	21/9/20					
70581	✓	11302	13362	✓	✓	23/9/20
70586	✓	11328	13388	✓	✓	24/9/20
70587	✓	11424	13498	✓	✓	30/9/20
70590	✓					
70591	✓	11315	13374	✓	✓	24/9/20
70592	✓					
70600	✓	11307	13367	✓	✓	23/9/20
70607	✓	11325	13384	✓	✓	24/9/20

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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.

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/ No	Remarks
70294	16/9/20	11188	13241			16/9/20
70065	2/9/20	11189	13242	P	N	
70441	16/9/20	SN3227	13480	Y	Y	30/9/20 Audit
70443	11					
70446	11	SN3229	13482	Y	Y	30/9/20 Audit
70448	11	11210	13263	Y	Y	18/9/20
70449	11	11212	13265	Y	Y	
70456	11	11235	13289	Y	Y	19/9/20
70458	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.