Prepared by:		Minish				
Report from/to		28-05-22 TO 04-06-22				
Report Date		15-06-2022		Date		
Site:		GHT		Remarks by Shiva Krishna		
Requisition No	Requisition Date	Material Descscription	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?	
List of requisitions where PO/WO not prepared 3 working days after requisitions						
141900	24-05-22	Cock tail table	Awaiting for stock to receive			
141899	24-05-22	4 chairs with table set	Awaiting for stock to receive			
141898	24-05-22	centre table wakefit	Awaiting for stock to receive			
141897	24-05-22	sofa set	Awaiting for stock to receive			
141896	24-05-22	piliated blinds off white colour	Quotes to receive			
141895	24-05-22	electrical hand dryer	Contact supplier			
141893	24-05-22	bean bags	Collect from SSLLP			
141890	24-05-22	wenge chairs	PO to Issue			
141889	24-05-22	sofa set	Awaiting for stock to receive			
141888	24-05-22	4 seater dining table with chairs wenge colour	Awaiting for stock to receive			
141887	24-05-22	nilkamalratan type chairs	Contact supplier			
141283	15-03-22	yoga mats & digital weighing machine	Contact supplier			
141381	11-04-22	split A/C	Contact supplier			
141922	30-05-22	cafeteria cabinets & bar cabinets	MD to decide the Model			
141263	20-03-22	MS Grills	Delivered			
141233	01-03-22	Modular Kitchen	Delivery this week-Contact Supplier			
141234	01-03-22	Modular Kitchen	Delivery this week-Contact Supplier			
141285	18-05-22	Cafeteria	Delivered			
141274	15-03-22	banquet hall	Delivered			
141277	15-03-22	waiting room notice board	Awaiting for material to receive			
141278	15-03-22	Association Office	Contact Supplier			
141313	25-03-22	Powder Coated Grills	Awaiting Material sent for Powder Coating			
141349	05-04-22	Glass Railing	Delivery this week-Contact Supplier			
141886	24-05-22	soap dispenser & hand dryer	Contact Supplier			
141885	24-05-22	mirror with frame	collect from SSLLP			