

Prepared by:	K Mounika			
Report Date	12.10.2023			
Site	SOV-III			
List of requisitions Where PO/WO not prepared 3 working days after requisition:				
Requisition No	Requisition Date	Material Descsription	Purchase officer remarks	Materied delivred
20231005036	05.10.2023	Surface cleaner cream,CIF power & shine MYK laticrete	Online purchase	
20230901039	01.10.2023	TV Unit	Waiting for MD`sapproval	
20230401015	01.07.2023	Mirror with Frame	Waiting for MD`sapproval	
List of requisitions Where PO/WO is prepared and items have not received at site				
PO NO.	PO Date	Item discription	Purchase officer remarks	Materied delivred
20231011030	11.10.2023	Bentonite powder	Follow up with supplier	
20231011033	11.10.2023	Tan Brown granite	Material delivered	
20231011034	12.10.2023	MS Gate	Under fabrication Next week delivery	
20231011035	12.10.2023	MS Gate	Under fabrication Next week delivery	
20231012033	12.10.2023	Decorative lamps	Collect from SSLLP	
20231012037	12.10.2023	Furniture & fixtures Rug	Material delivered	
20231012034	12.10.2023	Furniture & fixtures Rug	Material delivered	
20231003059	03.10.2023	Decorative lamps	Next week delivery	
20231012036	12.10.2023	Coffee Table	Material delivered	
20230909042	11.09.2023	PVC Solvent	Material delivered	
20231004023	04.10.2023	Ultra tech tilefixo	Material delivered	
20231005041	05.10.2023	Chemical MYK laticrete	Material delivered	
20231006039	07.10.2023	Pillar cock & Short body	Follow up with supplier	
20231006040	07.10.2023	Pillar cock & Short body	Follow up with supplier	
20231009003	09.10.2023	LED Bulb	Material delivered	
20231010053	11.10.2023	Coconut brooms	Material delivered	
20231010054	11.10.2023	Electrical switches ,sockets,ACCL & MCB	Material delivered	
20231010055	11.10.2023	Conducting pipe ,Metal box& junction box	Material delivered	
20231011015	11.10.2023	Stationary pens& Box files	Material delivered	
20231011029	11.10.2023	Gunny bags	Material delivered	

[illegible]

Prepared by:	K Mounika				
Report Date	18/10/2023				
Site	MHPL				
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descsription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions Where PO/WO is prepared and items have not received at site					
PO NO.	PO Date	Material Descsription	Purchase Officer - Remarks		
20231006042	07.10.2023	UPS	Follow up with supplier		