

| Prepared by:   | sowmya                                                                                                      |                      |                            |                     |                                                    |  |  |
|----------------|-------------------------------------------------------------------------------------------------------------|----------------------|----------------------------|---------------------|----------------------------------------------------|--|--|
| Date:          | 4.12.20                                                                                                     |                      |                            |                     |                                                    |  |  |
| Site:          | MCMET                                                                                                       |                      |                            |                     |                                                    |  |  |
|                |                                                                                                             |                      |                            |                     |                                                    |  |  |
| Requisition No | Requisition Date                                                                                            | Material Description | Purchase Manager - Remarks | Material delivered? | If material is not delivered - is delay justified? |  |  |
|                | List of requisitions where PO/VO not prepared 3 working days after requisition                              |                      |                            |                     |                                                    |  |  |
|                |                                                                                                             | nill                 |                            |                     |                                                    |  |  |
|                | List of requisitions where PO/VO is prepared and items have not been delivered at site beyond the lead time |                      |                            |                     |                                                    |  |  |
| 162035         | 19.10.20                                                                                                    | Templates            | Delivered by monday        |                     |                                                    |  |  |
| 162040         | 27.10.20                                                                                                    | electric wall chaser | online purchase            |                     |                                                    |  |  |
| 162047         | 16.11.20                                                                                                    | Templates            | Delivered by monday        |                     |                                                    |  |  |
| 162048         | 13.11.20                                                                                                    | door frames          | Follow up with supplier    |                     |                                                    |  |  |
| 162049         | 23.11.20                                                                                                    | LED Flood lights     | Pick up from sslp          |                     |                                                    |  |  |
| 162051         | 23.11.20                                                                                                    | coconut brooms       | Delivered                  |                     |                                                    |  |  |
| 162052         | 28.11.20                                                                                                    | spring box           | pick up from sslp          |                     |                                                    |  |  |
| 162053         | 28.11.20                                                                                                    | mask                 | pick up from sslp          |                     |                                                    |  |  |
|                |                                                                                                             |                      |                            |                     |                                                    |  |  |
|                |                                                                                                             |                      |                            |                     |                                                    |  |  |
|                |                                                                                                             |                      |                            |                     |                                                    |  |  |
|                |                                                                                                             |                      |                            |                     |                                                    |  |  |