Prepared by:	sowmya						
Date:	11.2.2021						
Site:	MCMET						
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 prepard 3 working days after requisition						
		nill					
	List of requisitions where PO/WO is prepard and items have not been deliverd at site beyond the lead time						
162072	19.1.2021	templates	followup with supplier				