

MATERIAL SHORTAGE REPORT

PROCUREMENT (CONSUMABLES)

UNIT - II

Material Shortage Date: ____/____/____

Material Shortage Report No: *Pro/Con/UII*_____

Supplier Name / Address	P.O. No. & Date	Invoice No. & Date	Received Date
Contact Person :			
Contact Details:			

Description

Material Shortage Details			
Qty	U.O.M	Delivery Date	Material Description

Material Received By: _____

Manager – Procurement (Con.) Unit - II: _____

CC:

- 1. _____
- 2. _____
- 3. _____