Remarks from site on the 'Requisition by Site Report' of purchase division

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the lead time: Req No. Ref 68005 03	eq Date	Serial no of	Item :	Description		ails of discu	ussion with
68005 03	.06.19			•	Deta		
		1	MOT			Details of discussion with supplier\$	
60011	07.10		MS Tree Guard Ready with supplier				
68014 09	.07.19	1	Interlocking Partly received bricks				
68015 09	.07.19	4	Gazette Plate		Once payment received supplier will be delivery		
		6		4"x4" Dummy		Once payment received supplier will be delivery	
68021 16	.7.19	1	Inter locking bricks		PO No 60441		
68022 16	.07.19	1	Cemer	Cement Ready with supplier		er	
68024 16	.07.19	1	Hume	Iume pipes NP3 Partly received			
68026 19	.07.19	1	Solid blocks		Partly received		
68032 24	.07.19	1 to 10	Cleani	Cleaning Material Ready with su		with supplie	er
68033 24	.07.19	1	Subabul plants U		Under work progress		
68046 31	.07.19	1 to 3	MS round pipe Ready with supplier		er		
68048 31	.07.19	1	GI She	GI Sheet Ready with supplier		er	
68054 07	.08.19	2	4" soli	id blocks	Supp ling on time		
No. of gate passes issued this week:		02	From No.	8001	To No	o. 8002	
Delivery van sit	09.08.19						
Inward report (I purchase?	MRN/oth	er) & stock rep	ort ema	iled in pdf for	mat to	Ye	es / No
DC register Sl. No. during the week			No.	72		To No.	147
Items not ordere	ed but rec	eived:					

Items sent to Ho	O /vendor that are pending fo	or repair:Nil	
Other correction	ns & remarks:		
Details	Project Manager	Admin Officer/Manager /	Admin Audit
Sign	(D)		0000
Date	10/8/19	Cool	10000

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report purchase@modiproperties.com, ashaiya@modiproperties.com rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks - For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to this report within one week. 10. Follow up for WO is the responsibility of engineers at site purchase to write 'NA' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!