

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

Company:	PARAMOUNT ESTATES	Date:	22.04.2017
Site:	PARAMOUNT AVENUE	Prepared by:	Andrews
Report From / To	01.01.2017 to 21.04.17	Approved by:	K.Shirish
Report Date	22.04.2017		
List of requisitions numbers missing in the report : None			
List of requisitions where PO/WO not prepared 3 working days after requisition:			
Req No.	Req Date	Item Description	Remarks
List of requisitions where items have not been received at site beyond the lead time:			
Req No.	Req Date	Serial no of item in Req.	Item Description
64026	12.04.17	1.	Electrical Rice Cooker
		2.	Induction Stove
		3.	Normal Bubble top dispenser
		4.	Utensil (Induction Base)
		5.	Utensil (Induction Base)
		6.	Utensil (Induction Base)
		7.	Utensil (Induction Base)
		8.	Serving Casserole
		9.	Drinking Glasses (Steel)
		10.	Dinner Plates (Steel)
64036	15.04.17	-	Main Door Beading
64027	12.04.17	1.	Serving Spoons
		2.	Knives
		3.	Serving Bowls
64030	13.04.17	1	Air Conditioner
64035	15.04.17	1	Cu-Multistand wire-1/18 -Yellow
		5	Cu-Multistand wire-3/20 -Yellow
64037	15.04.17	1.	Al drop
		2.	Power coated hinges
		3.	Flush doors
64024	11.04.2017	1	LITHOS BEIGE ORIENT
42970	09.03.2017	6	Small Battery
64041	18.04.2017	1.	Standing pedestal fans
		2.	Havells exhaust fan
64046	19.04.2017	3.	Anchor Bolts
		4.	Self drilling screws (No:8)
		5.	MS powder coated grey color sheets
No. of gate passes issued this week:		-	From No. - To No. -
Delivery van site visit on :		22 April, 27 April, 25 April, 29 April	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?		Yes	

Items not ordered but received:
Other corrections & remarks:

- Notes: 1. * Send a copy of the missing requisitions to Purchase immediately.
2. # Details of furniture not received to be given in the previous section.
3. Send this report to HO by email on every Saturday.
4. Admin offices shall not leave the site without completing this report.
5. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis.
6. Mention PO & MRN no. on DCs / bills.