

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

Company:	Mehta & Modi Realty kowlur LLP		Date:	20-06-2020	
Site:	GHT		Prepared by:	N.SHRAVYA	
Report From / To	14-06-2020 to 20-06-2020		Approved by:	A.SURESH	
Report Date	20-06-2020				
List of requisitions numbers missing in the report *					
List of requisitions where PO/WO not prepared 3 working days after requisition:					
Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO [#]	
140231	01-06-2020	1	Liquid soap dispenser	PO to be issued	
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:					
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^{\$}	
140210	13-05-2020	1	Inter locking bricks	PO 67178 supplier will deliver material when we required at the site	
140235	10-06-2020	1	Zycosil	PO No. 67884 we will get it from SSSLP	
No. of gate passes issued this week:			0	From No.	To No.
Delivery van site visit on:			15.06,17.06,19.062020		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week		From No.	10449	To No.	10451
Items not ordered but received: NIL					
Items sent to HO /vendor that are pending for repair: NIL					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign					
Date	20-06-2020		20-06-2020		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumam@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!