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

Company:		Modi Reality Genome Val		lley	Date:		27.06.2020
			IRGV, BRGV,		Prepared by:		Pushpalatha
			6.2020 to 26.06.2020		Approved by:		
		27.06.					
List of requisit	ions n	umbers	missing in the repor	rt*:			
			O/WO not prepared		ng days after requi	isition:	
Req No. Req Date					n Description	Reason for not preparing PO/WO#	
						Ļ	
			D/WO is prepared as			eived at	site beyond the lead time:
94688 17.06.2020			SS Name Plates		By Wednesday it will be Delivered		
94690 17.06.2020		6.2020		Address Stamps		By Tuesday it will be Delivered	
94695 23.06.2020		06.2020		HDMI cable		By Monday it will be Delivered	
				Nil	7 77		
No. of gate passes issued th			s week:	From No.	0 O C th	To No	
Delivery van site visit on: Inward report (MRN/other) & stock report e				20, 22 nd ,23rd, 24th, 25th & 26 th .			
				iea in pa	1 format to purcha	aser	
DC register S				No.	1009		To No. 1024
Items not orde	ered bu	it receive	ed: Nil				
Items sent to	HO /ve	endor tha	at are pending for re	pair: Nil			
Other correcti	ons &	remarks	3:				A Justin A Jid
Details			Project Manager		Admin Officer/Manager		Admin Audit
Sign			Quan.		au		
Data			27.06.2020		27.06.2020		

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