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

Report From / To	Company: ESR,Annojiguda LLP						Date:			04.07.2020			
Report Date	Site:	East Sic				Pı	Prepared by:		M.Aswini				
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.  130106 21-05-2020 1,2,3 Bed pillows Pending from purchase Dept 130107 21-05-2020 1 ISMB 200 Beams(Indian Standard Medium Weight beam)  130113 02-06-2020 1 Lenovo Laptop Charger Pending from purchase Dept 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.  130103 15-05-2020 1 Flat files Follow up with promotions  Gate pass issued in this week - From no Nil to Nil  Delivery van site visit on:  Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes  DC register Sl. No. during the week From No. Nil To No. Nil  Items not ordered but received: Nil  Items sent to HO /vendor that are pending for repair: Nil  Other corrections & Project Manager Admin Officer/Manager Admin Audit  Sign G. Vijay Raj M. Aswini							A	Approved by:		Vijay Raj			
List of requisitions where PO/WO not prepared 3 working days after requisition:  Req No. Req Date Serial no of item in Req.  130106 21-05-2020 1.2.3 Bed pillows Pending from purchase Dept ISMB 200 Beams(Indian Standard Medium Weight beam)  130113 02-06-2020 1 Lenovo Laptop Charger Pending from purchase Dept 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.  130103 15-05-2020 1 Flat files Follow up with promotions  Gate pass issued in this week - Flat files Follow up with promotions  Gate pass issued in this week From No. Nil To No. Nil Items not ordered but received: Nil Items not ordered but received: Nil Items sent to HO /vendor that are pending for repair: Nil Other corrections Read From No. Sign Admin Officer/Manager Admin Audit  Sign G. Vijay Raj Admin Officer/Manager Admin Audit  Sign Admin Officer/Manager Admin Audit  Reason for not preparing PO/WO#  Item Description Pending from purchase Dept Pend	Report Date 04.07.2020												
Req No.   Req Date   Serial no of item in Req.   Item Description   Reason for not preparing PO/WO#	List of requis	itions n	umbers n	nissing in	the repo	rt*:							
item in Req.    130106   21-05-2020   1,2,3   Bed pillows   Pending from purchase Dept	List of requis	itions w	here PO/	WO not p	repared	3 wor	king d	lays after requisi	tion:				
130107   21-05-2020   1   ISMB 200 Beams(Indian Standard Medium Weight beam)   130113   02-06-2020   1   Lenovo Laptop Charger   Pending from purchase Dept	Req No.	Req No. Req Date				Item Description		Reason for not preparing PO/WO#					
Standard Medium Weight beam)  130113	130106	21-05-2020		1,2,3		Bed pillows			Pending from purchase Dept				
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 suppliers	130107	21-05-2020		1		Standard Medium Weight			Pending from purchase Dept				
Req No.	130113	130113 02-06-2020		1		Lenovo Laptop Charger			Pending from purchase Dept				
item in Req.    130103   15-05-2020   1	List of requis	itions w	here PO/	WO is pre	epared a	nd item	s hav	e not been receive	ved at	site be	eyond th	ne lea	ad time:
Gate pass issued in this week - From no Nil to Nil  Delivery van site visit on: Nil  Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes  DC register Sl. No. during the week From No. Nil To No. Nil  Items not ordered but received: Nil  Items sent to HO /vendor that are pending for repair: Nil  Other corrections & remarks:  Details Project Manager Admin Officer/Manager Admin Audit  Sign G. Vijay Raj M. Aswini	Req No.	Req Date				Item Description		Details of discussion with supplier\$					
Delivery van site visit on:  Inward report (MRN/other) & stock report emailed in pdf format to purchase?  Yes  DC register Sl. No. during the week  From No. Nil  Items not ordered but received: Nil  Items sent to HO /vendor that are pending for repair: Nil  Other corrections & remarks: .  Details  Project Manager  Admin Officer/Manager  Admin Audit  Sign  G. Vijay Raj  M. Aswini	130103 15-05		05-2020 1		Flat file		iles	s Fo		Follo	ollow up with promotions		
Delivery van site visit on:  Inward report (MRN/other) & stock report emailed in pdf format to purchase?  Yes  DC register Sl. No. during the week  From No. Nil  Items not ordered but received: Nil  Items sent to HO /vendor that are pending for repair: Nil  Other corrections & remarks: .  Details  Project Manager  Admin Officer/Manager  Admin Audit  Sign  G. Vijay Raj  M. Aswini													
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Items sent to HO /vendor that are pending for repair: Nil  Other corrections & remarks: .  Details Project Manager Admin Officer/Manager Admin Audit  Sign G. Vijay Raj M. Aswini	Items not ord	ered but	t received	d: Nil	1		'					1	
Other corrections & remarks: .     Admin Officer/Manager     Admin Audit       Details     Project Manager     Admin Officer/Manager     Admin Audit       Sign     G. Vijay Raj     M. Aswini					ng for re	pair: N	ſil						
DetailsProject ManagerAdmin Officer/ManagerAdmin AuditSignG. Vijay RajM. Aswini						•							
Sign G. Vijay Raj M. Aswini	Details				Admin Officer/Ma			anager	nager Admin Audit				
	Sign					M. Aswini							
	Date						04	4.07.2020					

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>, ashaiya@modiproperties.com and <a href="mailto:rajkumarn@modiproperties.com">rajkumarn@modiproperties.com</a> 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!