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

Company:	Mehta & Modi Realty kowkur LLP	Date:	11-07-2020
Site:	GHT	Prepared by:	N.SHRAVYA
Report From / To	05-07-2020 to 11-07-2020	Approved by:	A.SURESH
Report Date	11-07-2020		

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#
140248	08-07-2020	01	Clear files	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$
140238	18-06-2020	4	Plastic gampas	PO No. 68092 we will get it from SSLLP

.No. of gate passes issued this week:	0	From No.	1913	To No.	1913
Delivery van site visit on:	06.07,08.07,09.07,10.07.2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	10464	To No.	10466	
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	11-07-2020	11-07-2020	

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

APPROVED
11 JUL 2020
A. SURESH
PROJECT MANAGER

Certified by:
N. SHRAVYA