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

Company:	ESR,Annojiguda LLP			Date:		11.07.2020	
Site:	East Side residency			Prepared by:		Ashwini	
Report From / To	04.06.2020 to 11.07.2020			Approved by:		Vijay Raj	
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#		
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)		Pending from purchase Dept		
130113	02-06-2020	1	Lenovo Laptop Charger		Pending from purchase Dept		
130117	22-06-2020	1	Infra Red Thermometer		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 supplier$		
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:			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				
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!