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

Company:	BNC Estates	Date:	18.07.2020
Site:	Mayflower Grande	Prepared by:	B.Nandini
Report From / To	12.07.2020(Sunday) TO 18.07.2020(Friday)	Approved by:	S.V.Subba Reddy
Report Date	18.07.2020 (Saturday)		
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#
86157	28.11.19	1	Sauna	Comparison statement with MD for approval
86158	28.11.19	1	Jacuzzi	Comparison statement with MD for approval
86159	28.11.19	1	Steam Bath	Comparison statement with MD for approval

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$
86186	11.05.2020	1	Copper wire	Hold by MD

No. of gate passes issued this week:	Nil	From No.	-	To No.	-
Delivery van site visit on:	nil				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
DC register Sl. No. during the week	From No.	-	To No.	-	
Items not ordered but received: Nil					
Items sent to HO /vendor that are pending for repair: Nil					
Other corrections & remarks: Nil					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	SV.Subba Reddy		
Date	18.07.2020		

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!