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

Company:		Kadakia & modi housing				Date:		25-07-2020			
			Bloomdale			Prepared by:			G.Rahul		
		16-07-				1100000000			Rahul		
		22-07-				1 10 10 10 10 10 10 10 10 10 10 10 10 10					
List of requisit	ions n			he repor	t*:	1.000	I.				
List of requisit						g days after re	equisition:				
Req No. Req Date					Item Description		Reas	Reason for not preparing PO/WO#			
1100											
		nwawa									
List of requisi							received at	site	beyond the lea	d time:	
Req No. Re		q Date	Serial no of item in Req.		Item	Description	Deta	Details of discussion with supplier <sup>S</sup>			
			Trem in	rtoq.	·						
		***************************************									
			-			48.45			West		
····											
										11129	
						124					
									11001		
and the first state of the stat											
	<u> </u>										
						· seamer ·					
No. of gate passes issued th			s week:			From N	o. 1406:	5	To No.	14067	
Delivery van site visit on:					23-07-2020						
Inward report (MRN/other) & stock report emailed					led in pd	ed in pdf format to purchase?			Yes		
					1 No				To No		
Items not orde	ered bu	t receiv	ed: NILL		1		****			, well-	
Items sent to											
Other correct	ions &	remarks	s:ALL pend	ing requ	sistions a	re cancelled	4				
Details			Project Ma			Admin Offic	cer/Manage	er	Admin Audit		
Sign			for contampo								
Date			25-07-2020					.			

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 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!