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

Company:		MCMET				Date:		08.08.2020	08.08.2020		
			Manilal Modi Memorial Hospital			Prepared by:		Pushpalatha			
		01.08	08.2020 to 07.08.2020)	Approved by:		Raj Nikhil			
			.2020					-			
List of requisit											
List of requisit	tions w	here Po	O/WO not p	repared	3 work	ing days after requ	isition:				
Req No. Req Date		Date			Item Description		Reason for not preparing PO/WO#				

List of requisit	ions w	here Po	O/WO is pro	epared a	nd items	have not been rec	eived at	site beyond t	he lead	1 time:	
162013 21.07.2020		7.2020	20		HDMI Cable		By Tuesday it will be Delivered.				
							+ -				
			+				+				
							†				
*			-				-				
No. of gate passes issued this			s week:		NIL From No.		-	To N	To No		
Delivery van site visit on: Inward report (MRN/other) & stock report emai				3 rd & 4th							
							ase?	Yes			
			From	No. 10047			To No. 10051				
Items not order											
Items sent to H				ng for re	pair: Nil						
Other correction	ons & r	emarks	i:								
Details			Project Manager			Admin Officer/I	Manager	Admin A	Admin Audit		
Sign			AL T			puyes					
Date			08.08.2020			08.08.2620					

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!