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

Company:		MCMET				Date:		14.08.2020
Site:		Manilal Modi Memorial Hospital				Prepared by: Pu		Pushpalatha
			.08.2020 to 13.08.2020			Approved by:		Raj Nikhil
			8.2020					
List of requisi	tions n	umbers	missing in	the repor	t*:			
List of requisi	tions w	here PC	O/WO not p	repared		ng days after requi		
Req No. Req Date		q Date			Item Description		Reason for not preparing PO/WO#	
			D/WO is pr	epared as			eived at s	site beyond the lead time:
162014 17.		07.2020		Proportion boxes			Partly delivered	
	-		+					
	-		+					
			-					
		-						
			+					
			+					
No. of gate passes issued this v		week:		NIL	From No.	-	To No	
Delivery van site visit on:					8th, 10th and 11th			
			& stock rep	ort emai	led in pd	f format to purch	ase?	Yes
				From				To No.
Items not orde								
Items sent to				ng for re	pair: Nil			
Other correcti			-					
Details			Project Manager			Admin Officer/Manager		Admin Audit
Sign			and the			Jaiys		
Date			14.08.2020			14.08.2020		

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!