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

Company:		MCMET			Date:				21.08.2020				
Site:		Manilal Modi Memorial				Prepared by:]	Pushpalatha				
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Report From	2020 to 20. 2020		Approved by:			Raj Nikhil			<u> </u>				
Report Date List of requisi	tions n			he reno	rt*·								
List of requisi						ing da	vs after requi	sition:					
Req No.		q Date			Item Description			Reaso	Reason for not preparing PO/WO#				
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List of requisi 162021		nere PU 8.2020	WO is pre	рагео а			ic device	By '	Tues	day it wil	l he	delivered	
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162022 19.08.202			20			Steel			By Monday it will be delivered				
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No. of gate passes issued this week: Delivery van site visit on:			week:		NIL From No.			-		10110		-	
Delivery van	SITE VIS	(other)	etack ren	ort emai		-	mat to nurch	ase?	Ye				
Inward report (MRN/other) & stock report ema DC register Sl. No. during the week Fron										To No. 10072		10072	
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Items not ord				na for re	enair N	il							
Other correct				15 101 10	-pair. 14								
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Sign			110,000 1410	KIN .		7	1						

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and raikumarn@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!