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

Company:	MCMET				Date:		29.08.2020			
		ilal Modi Memorial			Prepared by: P		Pushpalatha			
Report From / To 22.08		3.2020 to 28.08.2020			Approved by: M		⁄ladhu			
	29.08.2									
List of requisitions nur					A					
List of requisitions wh		WO not p	orepared							
Req No. Req Date				Item Description		Reason for not preparing PO/WO#				
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T:		#X10:		1		<u> </u>				
List of requisitions wh		WO is pr	epared a							
162021 13.08.2020				Biometric device		Ву	By Tuesday it will be delivered			
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No of gote pagger iggu	ad this	rvoole:		NIL	From No.	_	To N			
No. of gate passes issued this week: Delivery van site visit on:			24 th 25 th 27 th			10110.				
		stock ren	ort emai		~ .	se?	Yes			
Inward report (MRN/other) & stock report email DC register Sl. No. during the week From				10073	150:	To No. 10073				
Items not ordered but received: Nil		100/3			10 100.	10110. 100/3				
				main. NEI						
Items sent to HO /vend	or that	are pendi	ng for re	pair. Mil	•					
	marlea		nager .			Admin Officer/Manager		Admin Audit		
Other corrections & reports of the Details		Droiget Me	nagar		Admin Officer/A	langger	Admin /	udit		
Other corrections & res Details Sign		Project Ma	anager		Admin Officer/N	Manager	Admin A	Audit		

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!