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

Company:	ESR,Annojiguda LLP	Date:	09.05.2020
Site:	East Side residency	Prepared by:	M.Aswini
Report From / To	02.05.2020 to 09.05.2020	Approved by:	Vijay Raj
Report Date	09.05.2020		

List of requisitions numbers missing in the report*:

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
130074	12.02.2020	1,2,3	Pillows, Bedsheets	At MDs Cabin
130097	01.05.2020	1	Pesticide spray machine	PO is not made

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier$
130085	06.03.2020	1,2	Flat files,Consultant Comment Book	By Monday
130087	06.03.2020	1,2	MS Gate(East side Arch gate),MS Gate(North side Arch gate),	powder coating By Monday
130091	13.03.2020	1	ISMB 200 Beams	By Monday
130092	18.03.2020	1,2,3,4,	Scissors,Gum,Blue pens,Box files	
130097	01.05.2020	1	Pesticide spray machine	By Monday

Gate pass issued in this week	-	From no	Nil	to	Nil
Delivery van site visit on:	Nill				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl. No. during the week	From No.	Nil	To No.	Nil	

Items not ordered but received: Nil

Items sent to HO /vendor that are pending for repair: Nil

Other corrections & remarks: Nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	G. Vijay Raj	M. Aswini	
Date	09.05.2020	09.05.2020	

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!

APPROVED BY
09/05/20
09 MAY 2020
G. VIJAY RAJ
East Side Residency