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

Company:	ESR,Annojiguda LLP	Date:	23.05.2020
Site:	East Side residency	Prepared by:	M.Aswini
Report From / To	16.05.2020 to 23.05.2020	Approved by:	Vijay Raj
Report Date	23.05.2020		

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#
130102	15-05-2020	1,2	MS Gate (East side Arch Gate), MS Gate (North side Arch Gate)	PO to be issue

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$
130100	14-05-2020	1,2,3,4,5,6,7,8,9	Yellow Clothes,Hand wash,Phinyle,Surf powder,Room freshner,Coconut Broom,Bombay broom,Water bottels,Odonil	By Tuesday
130103	15-05-2020	1,2,3,4,5,6	Flat files,Box files,Blue pens,Scissors,Gum,Highlighter marker	By Tuesday
130104	18-05-2020	1	Clamshell Cards	By Tuesday

Gate pass issued in this week	01	From no	0001	to	0001
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	23.05.2020	23.05.2020	

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

23 MAY 2020

G. VIJAY RAJ

East Side Residency