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

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Company:		Modi Reality Genome Va LLP			lley	Date:		05.09.2020			
		BRGV	RGV.			Prepared by:		Pushpalatha			
			020 to 04.	09.2020		Approved by:					
		5.09.20									
List of requisitions numbers missing in the report*:											
List of requisit	ions w	here PO	WO not p	repared	3 workin	ig days after requ	isition:				
Req No. Req Date			T		Item Description Rea		Reas	on for not preparing PO/WO#			
2.504 2.50		1									
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:											
NIL											
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No. of gate passes issued this we			week:		02	From No.	1660	То	No.	1661	
Delivery van site visit on:					31st 4th						
			stock rep	ort emai	led in pd	f format to purch	nase?	Yes			
DC register Sl. No. during the week From						1071	To No.	To No. 1071			
Items not ordered but received: Nil											
Items sent to	HO /ve	ndor that	are pendi	ng for re	pair: Nil						
Other correcti											
Details			Project Ma	anager		Admin Officer/Manager		Admir	Admin Audit		
Sign			Malw			92)					
D			05.09.2020			05.09.2020					
Date			ひン,ひろ,とひとり	U'		05.07.2020		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!