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

Company:		MCME	Т		Date:		19.09.2020			
Site:			Modi Memorial	Prepared by:		P	Priyanka			
Report From / To		12.09.2	020 to 18.09.2020	Approved by:		Madhu				
			9.09.2020							
List of requis	itions n	umbers n	nissing in the repor	rt*:						
List of requis	itions w	here PO	WO not prepared	3 worki	ng days after requ	isition:				
Req No. Re		Date		Iten	n Description	Description Reason 1		aring	PO/WO	
List of requis	sitions v	vhere PO	/WO is prepared a	nd items	have not been rec n Description	eived at si	te beyond the	lead t	time:	
Req No.	Req Date		Serial no of item in Req.		<u>-</u>					
162024	14.09.2020		01 Fru		packing Cover		Material is it in transit			
							To No			
No. of gate passes issued this week:			week:	NIL 14th 1	From No. 5th 17th 18th		TONO	<u>'</u>		
Delivery var	n site vi	sit on:				20502	Yes			
			stock report ema	ned in p	ar format to purch	iase!		10	077	
DC register				ı No.	10077		To No.	10	0//	
Items not or Items sent to	HO /v	endor tha	t are pending for r	epair: Ni	1					
Other correc	ctions &	remarks	·			D. f	A dunier A			
Details			Project Manager		Admin Officer/Manager		Admin Audit			
Sign			Md. Salmay		19.09.2020					
Date		i	19.09.2020		19.09.2020			<u> </u>		

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>, ashaiya@modiproperties.com and <a href="mailto:rajkumarn@modiproperties.com">rajkumarn@modiproperties.com</a> 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!