

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

Company:	ESR,Annojiguda LLP	Date:	26.09.2020
Site:	East Side residency	Prepared by:	S.Sharvani
Report From / To	20-09-2020 to 26-09-2020	Approved by:	Vijay Raj
Report Date	26-09-2020		
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#			
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 ^s			
130129	15-092020	1&2	Sd cards & syntax box
130131	21-09-2020	1	Clamshell cards
130132	21-09-2020	1-10	Consumables
Gate pass issued in this week		-	From no Nil to Nil
Delivery van site visit on:		23-09-2020	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	1181	To No. 1183
Items not ordered but received: Nil			
Items sent to HO /vendor that are pending for repair: Nil			
Other corrections & remarks: Req No-130107 material received without DC, But PO not received till now.			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	G. Vijay Raj	S.Sharvani	
Date	26-09-2020	26-09-2020	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumam@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
26 SEP 2020
G. VIJAY RAJ
East Side Residency

Certified by:

Admin. Officer
East Side Residency