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

Company:		Kadakia and Modi Housin		sing	g Date:		05-10-2020	
Site:		Bloomdale					G.Rahul	
Report From / To		24-09-2020 To 30-09-202		020			G.Rahul	
.Report Date		05-10-2	2020				710	
List of requis	itions n	umbers n	nissing in the rep	ort*:				
List of requis	itions w	here PO	WO not prepare	d 3 worki	ng days after requ	isition:		
Req No.	Red	Date			n Description	Reason for not preparing PO/WO#		

11	<u> </u>							
List of requisi	itions w	here PO	WO is prepared	and items	have not been rec	eived at si	te beyond the lead time:	
Req No.	Req Date		Serial no of item in Req.	Iten	Item Description		Details of discussion with supplier ^{\$}	
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	-							
No. of gate passes issued this week:					From No.	_	To No. -	
Delivery van site visit on:				01-10-2	01-10-2020			
Inward report	(MRN/	other) &	stock report ema	ailed in pd	f format to purcha	se?	Yes	
DC register S					3301	-	To No. 13304	
Items not orde	1000		1				10110: 13304	
			are pending for r	enair: NII	I.			
Other correcti	ons & r	emarks:	ALL pending req	usistions a	re cancelled		The state of the s	
Details			Project Manager		Admin Officer/Manager		Admin Audit	
Sign			for, (shammo)		ridinii Officei/ivialiagei		/ Aumini / Audit	
Date		C	05-10-2020					
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Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya a 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!