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

Company:	MCMET	Date:	31.10.2020
Site:	Manilal Modi Memorial Hospital	Prepared by:	Pushpalatha
Report From / To	24.10.2020 to 30.10.2020	Approved by:	Madhu
Report Date	31.10.2020		

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#
162029	09.10.2020	01	Wooden frames	PO not issue
162040	28.10.2020	01	4300 W Electricwall chaser	PO not 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
162025	24.09.2020	01	Gunny Bags	Partly delivered from SSLLP. On requirement will get gnny bags.
162029	09.10.2020	01	Wooden frames	Ready at SSLLP , will get the material on Mondayt
162030	09.10.2020	01	Flat Files	Spoken with rohith promotions, files are in printing progress.

No. of gate passes issued this week:	NIL	From No.	-	To No.	-
Delivery van site visit on:	27th 29th 30th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	11706	To No.	11787	
Items not ordered but received: Nil					
Items sent to HO /vendor that are pending for repair: Nil					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	31.10.2020	31.10.2020	

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!