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

Site:	Company:		Aedis Developers LLP			Date:		16.11.2020			
Report Prom/ To 07.11.2020 to 13.11.2020 Approved by: Madhu	Site: M										
Report Date List of requisitions numbers missing in the report': Req No. Req Date Serial no of item in Req. List of requisitions where PO/WO not prepared 3 working days after requisition: Req No. Req Date Serial no of item in Req. 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. Cement Spoken with supplier, will get the cement on Wednesday. No. of gate passes issued this week: No. of gate passes issued this week: No. of gate passes issued this passes to be of the passes to	Report From / To 07.1		07.11.2	2020 to 13.11.2020)						
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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@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!