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

| Site: BRGV, Prepared by: Pushpalatha | | | Modi F LLP | odi Reality Genome Valley P | | | Date: | | 16.11.2020 | | | |
|--|--|----------------|---------------|--------------------------------|-----------|------------------|--------------|-------------------------------------|-------------|----------|-----------|--|
| Report Date 16.11.2020 Serial no of item in Req. Item Description Item Description Reason for not preparing PO/WO is prepared and items have not been received at site beyond the lead time: | | | | | | | Prepared by: | | Pushpalatha | | | |
| Report Date 16.11.2020 List of requisitions numbers missing in the report | Report From / To 07.1 | | | 1.2020 to 13.11.2020 | | | Approved by: | | Madhu | | | |
| 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 Scrial 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. Serial no of item in Req. 94749 02.11.2020 1.2,3 GI lond Bend, GI Reducer, 3"Lenth Nipples 94750 03.11.2020 01 16mm LL Pipe Materail is ready at SSLLP, Will get the materail on Tuesday 94751 13.11.2020 01 1ntrlocking Cement blocks 94752 13.11.2020 01 Green Hose Pipe Spoken with Hemedra, Will get the materail on Tuesday No. of gate passes issued this week: NIL From No To No Delivery van site visit on: 7th 10th 11th 11th 11th 11th 11th 11th 11 | | | | | | | | | | | | |
| List of requisitions where PO/WO not prepared 3 working days after requisition: Req No. Req Date Serial no of item in Req. | | | | | | | | | | | | |
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| Req No. Req Date Serial no of item in Req. Item Description Details of discussion with supplier | | | | | | | | | | | | |
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| Req No. Req Date Serial no of item in Req. Item Description Details of discussion with supplier | List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time: | | | | | | | | | | | |
| Spoken with Hemedra, Will get the material on Tuesday 1,2,3 1,3,3 1,2,3 1,3,3 1,2,3 1,3, | | | | | | Item Description | | Details of discussion with supplier | | | | |
| Reducer, 3"Lenth Nipples Reducer, 3"Lenth Nipples Materail on Tuesday | 11041101 | 1104 2 1100 | | | | • | | | | | | |
| Reducer, 3"Lenth Nipples Materail on Tuesday | 94749 | 02.11.2020 | | | | GI lond Bend, GI | | | | | | |
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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!