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

Company:	MCMET	Date:	27.11.2020
Site:	Manilal Modi Memorial Hospital	Prepared by:	Pushpalatha
Report From / To	21.10.2020 to 26.11.2020	Approved by:	Madhu
Report Date	28.11.2020		

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
162035	19.10.2020	01	Templets	Templets sent to powder coating, will get by Monday
162040	27.10.2020	01	Electric Wall Chaser	Spoken with prabhakar sir, will get by next four days.
162047	16.11.2020	01	Templets	Templets sent to powder coating, will get by Monday
162048	13.11.2020	01	Door Frame	Spoken with supplier, within three days will get the material.
162049	23.11.2020	01	LED Flodd Lights	Ready at SSLLP, will get material by monday
162051	23.11.2020	01	Cocunut Brooms	Ready at SSLLP, will get material by monday
162052	28.11.2020	01	Spring box	Ready at SSLLP, will get material by monday
162053	28.11.2020	01	Mask	Partly delivered from SSLLP

No. of gate passes issued this week:	NIL	From No.		To No.	
Delivery van site visit on:	21st 26th 27th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	10098	To No.	10098	

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	For md. (Salman).	[signature]	
Date	27.11.2020	27.11.2020	

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!