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

Company: Mod LLP					Date:		27.11.2020			
					Prepared by:		Pushpalatha			
Report From / To 21.11.			5.11.2020)	Approved b	y:	Madhu	Madhu		
Report Date 27.11						-				
ions nu	ımbers	missing in	the repo	rt*:						
ions w	here PC	O/WO not	prepared	3 workir	ng days after	requisition:				
				Item Description		n Reas	Reason for not preparing PO/WO#			
ions w	here PC	O/WO is pr	epared a	nd items l	have not been	received at	site beyond th	ne lea	d time:	
Req Date		Serial no of item in Req.					Details of discussion with supplier			
13.11.2020		01			ing Cement	Partly	Partly received from Supplier.			
						-				
No. of gate passes issued this week:						0.	To N	0.		
Delivery van site visit on:										
						urchase?	1 40			
Items not ordered but received: Nil					NIL		10 100.			
			ng for re	pair: Nil						
Details		Project Manager		Admin Officer/N		cer/Manager	Admin A	Admin Audit		
Sign		AND LSOLMAL.			Page					
Date		27.11.202	0	27.11.2020						
	ions w Req ions w Req 13.11 sses isses isses ite visit MRN/ No. du red but IO /ven	ions where PC Req Date 13.11.2020 Sees issued this ite visit on: MRN/other) & No. during the red but receives (O /vendor than one & remarks:	LLP BRGV, To 21.11.2020 to 26 27.11.2020 ions numbers missing in ions where PO/WO not Req Date Serial item i 13.11.2020 sees issued this week: ite visit on: MRN/other) & stock rep No. during the week red but received: Nil IO /vendor that are pending & remarks: Project March 1.2020 Project March 2.2020 Project March 2.2020 Project March 2.2020 BRGV, Serial item in 13.11.2020	LLP BRGV, To 21.11.2020 to 26.11.2020 27.11.2020 ions numbers missing in the report ions where PO/WO not prepared Req Date Serial no of item in Req. ions where PO/WO is prepared a Req Date Serial no of item in Req. 13.11.2020 01 Sees issued this week: ite visit on: MRN/other) & stock report email No. during the week From red but received: Nil O /vendor that are pending for report emails of the received of	BRGV, To 21.11.2020 to 26.11.2020 27.11.2020 ions numbers missing in the report*: ions where PO/WO not prepared 3 workin Req Date Serial no of item in Req. Serial no of item in Req. 13.11.2020 01 Intrlock blocks See issued this week: NIL the visit on: 21st 26th No. during the week From No. are during the week From No. are during the week From No. are during the report of the project Manager Project Manager Project Manager	LLP BRGV,	LLP BRGV,	LLP BRGV, Prepared by: Pushpalatha To 21.11.2020 to 26.11.2020 Approved by: Madhu 27.11.2020 Introduce Approved by: Madhu 27.11.2020 Madhu Madhu	LLP BRGV. Prepared by: Pushpalatha	

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!