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

Company:		Modi Reality Genome Valley LLP			Date:		05.12.2020			
		BRGV			Prepared by:	P	Pushpalatha			
Report From / To 28.11		28.11.2	1,2020 to 04,12,2020		Approved by:		Madhu			
		05.12.								
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		Date	Serial no of item in Req.	Iten	1 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					ith supplier	
94751	13.11.2020		01	Intrlocking Cement blocks		Partly received from Supplier.				
No. of gate pa	sses iss	sued this	s week	01	From No.	1675		To No.	1675	
Delivery van site visit on:			, , , , , , , , , , , , , , , , , , ,	27 th 2 nd		1073		10140.	1073	
Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes										
DC register Sl. No. during the week From				ı No.		T	To No.			
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			19-1	_			1		•	
Date			05.12.2020		05.12.2020					
Notes: 1. * Send	a conv	of the	missing requisitions t	o Purchase		nd this ro		a	t' .	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com and raijkumarn@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!