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

Site: Manilal Modi Memorial Hospital Prepared by: Pushpalatha Pushpalatha Prepared by: Pushpalatha Pushpalatha Prepared by: Madhu Prepared 5 Pushpalatha Prepared 5 Pushpalatha Prepared 5 Pushpalatha Prepared 5 Pushpalatha Pushpalath	Company:		MCM	MCMET			Date:		26.12.2020		
Report From / To 19.12.2020 to 25.12.2020 Approved by: Madhu			Manil				Prepared by:		Pushpalatha		
Report From / To 26.12.2020 to 25.12.2020 Approved by: Madhu			Hospi			1					
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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.	List of requisitions where PO/WO not prepared 3 working days after requisition:										
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162060 21.12.2020 01 Curing pipe Ready at SSLLP, will get by Monday. No. of gate passes issued this week: NIL From No. To No. Delivery van site visit on: 19th 22nd 24th Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes DC register Sl. No. during the week From No. 10124 To No. 10128 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	162058	16.12.2020		01		MS L angle		Ready with at SSLLP, will get by			
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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 rajkumam@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!