

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

Company:	Modi Farm House(Hyd)LLp	Date:	09-01-2021
Site:	Serene farms	Prepared by:	G.siva prasad
Report From / To	02-01-2021 to 09-01-2021	Approved by:	Syed.Golam Sarwar
Report Date	09-01-2021		
List of requisitions numbers missing in the report: NIL			
List of requisitions where PO/WO not prepared 3 working days after requisitions:			
Req No.	Req Date	Serial No of item in Req	Item Description
150375	24-09-20	1 to 3	Paper Rolls and Tissues
			Reason for not preparing PO/WO
			Online purchase ✓
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
150431	01-12-20	4	Bottle green ms sheet
			Details of discussion with Supplier
			Supplier is arranging materials
DC register Sl. No. during the week		From No.	NIL
		To No	NIL
Items not ordered but received: NIL			
Items sent to HO /vendor that are pending for repair: NIL			
Other corrections & remarks: NIL			
Details	Project Manager		Admin Officer/Manager
Sign	Syed.Golam Sarwar		G.Sivaprasad
Date	09-01-2021		09-01-2021

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@modiproperties.com on every Saturday. 3. Admin office-s 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!