

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

Company:	Modi Farm House(Hyd)LLp	Date:	16-01-2021		
Site:	Serene farms	Prepared by:	Syed.Golam Sarwar		
Report From / To	02-01-2021 to 16-01-2021	Approved by:	Syed.Golam Sarwar		
Report Date	16-01-2021				
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	Reason for not preparing PO/WO	
150375	24-09-20	1 to 3	Paper Rolls and Tissues	Online purchase	
150463	13-01-21	1	Booster pump		
				-	
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	
150466	13-1-21	1 TO 4	Bottle green ms sheet	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	Admin Audit	
Sign	Syed.Golam Sarwar		Syed Golam Sarwar		
Date	16-01-2021		16-01-2021		

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