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

Inward report (MRN/other) & stock report emailed in pdf format to purchase? Ves DC register Sl. No. during the week From No. 1139 To No. 1140 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 Stiden	Company:		Modi Reality Genome Valley LLP			Date:			16.01.2021			
Report Date	Site: BR		BRGV	BRGV,		Prepared by:		Sridevi				
Report Date 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 Serial no of item in Req. 94758 12.01.2021 01 Mopping sticks PO not issue 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 item in Req. No. of gate passes issued this week: NIL From No. To No. - Delivery van site visit on: 11th 13th Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes DC register SI. No. during the week From No. 1139 To No. 1140 Items not ordered but received: Nil Items not ordered but received: Nil Other corrections & remarks: Details Project Manager Admin Officer/Manager Admin Audit Stigen Project Manager Admin Aud	Report From / To 09.		09.01.	9.01.2021 to 15.01.2021		Approved by:		Madhu				
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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 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!