

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

Company:	MCMET	Date:	30.01.2021			
Site:	Manilal Modi Memorial Hospital	Prepared by:	Pushpalatha			
Report From / To	23.01.2021 to 29.01.2021	Approved by:	Madhu			
Report Date	30.01.2021					
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.	Item 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	Details of discussion with supplier		
162072	19.01.2021	01	Templets	Spoken with supplier, will get by Monday.		
162075	27.01.2021	01	Safety belts	Partly received from SLLP, we will get by today evening.		
No. of gate passes issued this week:		NIL	From No.	-	To No.	-
Delivery van site visit on:		23 rd 25 th 28 th 29 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
DC register Sl. No. during the week	From No.	10151	To No.	10154		
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	Md. Salma		[Signature]			
Date	30.01.2021		30.01.2021			

Notes: 1. * Send a copy of the missing requisition to the Project Manager.

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