<u>Remarks from site on the 'Requisition by Site Report' of purchase division</u>

Company:	MCMET	Date:	20.03.2021
Site:	Manilal Modi Memorial Hospital	Prepared by:	Pushpalatha
Report From / To	13.03.2021 to 19.03.2021	Approved by:	Madhu
Report Date	20.03.2021		

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
162083	20.02.2021	01	Templets	Materal Ready at SSLLP, We will get within two days.
162091	08.03.2021	01	MS L angle 20' Length	Spoken with supplier and material is ready, material will get by Monday through purchase vehicle.
162092	08.03.2021	01	MS L angle Bracket	Material is ready with supplier,will get by Monday through purchase vehicle.
162094	10.03.2021	01,02,03	PVCPipe, junction box, PVC Bends	Material is in vehicle, will unload by toady evening.
162095	11.03.2021	01	Hammerdrill-Bosh-GBH-200	Material is ready with supplier, on Monday will receive material.
162096	17.03.2021	01	Tube Ligts	Material is in vehicle, will unload by toady evening.

No. of gate passes issued this week:	NIL	From No.		To No.	
Delivery van site visit on:	17th				

Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes			
DC register Sl. No. during the week	From No.	-	To No.	-

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. Kalnaf	Pw	
Date	20.03.2021	20.03.2021	

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