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

Company:		Kadakia & Modi Housing				Date:	27-03-2021				
		Bloomdale				Prepared by: G.I		G.Rahul		27.1	
Report From / To 18-03			-2021 To 24-03-2021								
.Report Date	27-03-	2021							5		
List of requisit	tions n	umbers r	nissing in t	he repo	rt*:					A A Tiles	
List of requisit	tions w	here PO	/WO not p	repared	3 workii	ng days after requ	isition:				
Req No. Req Date		Date			Iten	n Description	Reas	Reason for not preparing PO/WO#			
										10 4633	
										200 200 200	
							<u> </u>			1.55	
						have not been rec	eived at	site beyond the	lead ti	me:	
Req No.	Red	q Date	Serial no of		Iter	n Description	Detai	ls of discussion	with	supplier	
			item in	Req.			1			The Same of S	
										7,600	
									-		
										wi	
										19-19	
										7.7	
										7.5	
No. of gate passes issued this week:						From No.	-	To No			
Delivery van site visit on:					7 1: 100 44			T	Voc		
Inward report (MRN/other) & stock report email					The state of the s				Yes		
DC register Sl. No. during the week From					No.	-	4	To No.		in behind the	
Items not orde	ered bu	ıt receive	ed: NILL							100	
Items sent to											
Other correct	ions &	remarks								1,41,743	
Details			Project/M	anager)	Admin Officer/Manager		Admin A	Admin Audit		
Sign			atm							7 (2) (2) (2) (2)	
Date			27-03-202	1	4					2.45	

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