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

Company:		Kadaki	a & Mod	li Housin	g	Date:	03-04-2021				
Site:		Bloomdale				Prepared by:		G.Rahul			
Report From / To 25-03		25-03-2	2021 To	31-03-20	21				***************************************		
.Report Date 03-04-202											
List of requisi	tions n	ımbers n	nissing ii	the repo	ort*:		<u></u>				
List of requisi	tions w	here PO	WO not	prepared	3 worki	ng days after requ	uisition:				
Req No.	Req No. Req Date					n Description Re		eason for not preparing PO/WO#			
							_				
		-			1				******		
List of requisi	tions w	here PO/	WO is p	repared a	nd items	have not been red	ceived at	site beyond	the lea	d time:	
Req No. Req		Date	Serial no of		Iten	n Description	Deta	ils of discus	sion wi	th supplie	er ^{\$}
			item in Req.							11	
-								·			
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					73		1:				
											2000
							-				
-										15.74	
1174.11								-			<u> </u>
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No. of gate passes issued this week:				From No.	13368	To	No.	13370			
Delivery van site visit on:					25-03-2	021					
Inward report (MRN/other) & stock report emai					led in pdf format to purchase?				Yes		
DC register Sl. No. during the week From				No		To No.	-	140			
Items not orde											
Items sent to I	IO/ven	dor that	are pend	ing for re	pair: NIL	L ·					
Other correction	ons & re	emarks: A	ALL pend	ling requ	sistions a						- 12 - 12 - 12 - 12 - 12 - 12 - 12 - 12
Details Project Manager					<i></i>	Admin Officer/Manager Admin Audit					
Sign		1	7 K	ar-	<u> </u>						
Date		4.0	3-04-202	21							

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, 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!

Lagrander (September 1997)