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

Report From / To 21-02-22 to 28-02-2022 Approved by:	Company:		Modi I	Realty Miryalgue	la LLP	Date:		28-0	2-2022	2	
Details	Site:		AVR	Gulmohar Homes	S	Prepared by:		Zakir			
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 Scrial no of item in Req. PO/WO 165576 11-02-2022 1 to 13 Wires PO not issue 165580 11-02-2022 1 Pressure Machine 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 Scrial no of item in Req. 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 Scrial no of item in Req. PO not issue Req. No. Req. Date Scrial no of item in Req. PO not issue Req. No. Req. Date Scrial no of item in Req. PO not issue Req. No. Req. Date Scrial no of item in Req. PO not issue Red. No. Req. Date Scrial no of item in Req. PO not issue Red. No. Req. Date Scrial no of item in Req. PO not issue Red. No. Req. Date Scrial no of item in Req. PO not issue Red. No. Req. Date Scrial no of item in Req. PO not issue Red. No. Req. Date Scrial no of item in Req. PO not issue Red. No. Req. Date Scrial no of item in Req. PO not issue Red. No. Req. Date Scrial no of item in Req. PO not issue Req. No. Req. Date Scrial no of item in Req. PO not issue Req. No. Req. Date Scrial no of item in Req. PO not issue Req. No. Req. Date No. Received Mash basin Pedestal 95% Received Received Not supplies PO not issue Ready to supplies Policies Not supplies No. of gate passes issued this week: Have From No. 1448 To No. 1449 No. of gate passes issued this week: Have From No. 1448 To No. 15182 No. of gate passes issued this week: From No. 15178 To No. 15182 No. of gate passes issued this week From No. 15178 To No. 15182	Report From / To		21-02-22 to 28-02-2023		2	Approved by:					
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165540	165512	29-10-2021		1 to 09			959	95% received			
165540	165513	29-10-2021		6	Wash basin Pedestal		959	95% Received			
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policing all the properties from and realisms and requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, oskoiva@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!