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

Company: M		Modi I	Modi Realty Miryalguda		Date:		22-03-2022		
Site: AV		AVR	VR Gulmohar Homes		Prepared by:		Zakir		
Report From / To 14-0		14-03-	22 to 22-03-2022		Approved by:				
Report Date			03-2022						
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			
165580	11-02-2022		1	Pressure Machine		PO not issue			
						1.0.	101 10340		
						+			
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			
165582	28-02-22		1	MS Railing		Ready to supplies			
165584	01-03-22		3 & 5	CP items for clubhouse		Ready to supplies			
						-			
			-						
						-			
						-			
						-			
No. of gate pa	sses iss	ued this	week:	Have	From No.	9902	1 7	·	
Delivery van last site visit on:				09-03-2022		7702	io	No.	9903
Inward report	(MRN	other) &	k stock report em	ailed in	odf format to				
Inward report (MRN/other) & stock report emailed in pdf format purchase?						Yes			
DC register Sl.No. during the week From No. 15189							To No. 15196		
Items not ordered but received:								1519	90
Other corrections & remarks:									
Details		P	Project Manager	1	A 1 . 1 . C . 22				
Sign			7		Admin Officer/Manager		Admin Audit		
Date			- Calo				-		
Notes: 1. Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase									

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. 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, responsibility of engineers at site - purchase to write 'NA' in reply to this report within one week. 10. Follow up for WO is the daily basis for follow-up - DO NOT CALL PURCHASE!