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

Company:	Modi Realty Miryalguda LLP	Date:	11-04-2022
Site:	AVR Gulmohar Homes	Prepared by:	Zakir
Report From / To	04-04-22 to 11-04-2022	Approved by:	
Report Date	11-04-2022		

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 has been not issued
165600	19-03-22	1 to 9	First Aid room items	PO has been not issued
165601	19-03-22	1 to 23	Gym items	PO has been not issued
165608	19-03-22	1 to 2	Swimming pool items	PO has been not issued
165617	31-03-22	1 & 23	Consumable Material	PO has been not issued
165618	31-03-22	1 & 11	Stationary office used	PO has been not issued
165620	06-04-22	1 to 38	PVC items	PO has been not issued
165621	06-04-22	1 to 15	Eco drain items	PO has been not issued

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
165572	31-01-22	2,3,5,6	Panel door	15% received
165597	19-03-22	1 to 4	Banquet hall items	15% received
165598	19-03-22	1 to 2	Kitchen items	Ready to supplies
165599	19-03-22	1 to 16	Creche items	Ready to supplies
165602	19-03-22	1 to 11	Recreation items	Ready to supplies
165603	19-03-22	1 to 2	Cafeteria	Ready to supplies
165604	19-03-22	1 to 3	Playground Equipment	Ready to supplies
165605	19-03-22	1 to 5	Housekeeping items	Ready to supplies
165606	19-03-22	1 to 8	Light items	20% Received
165607	19-03-22	1 to 4	Toilet items	40% Received
165609	19-03-22	1 to 2	Society office items	Ready to supplies
165612	24-03-22	1 to 2	Paint materials	Ready to supplies
165613	25-03-22	1 to 6	MS gates with materials	Ready to supplies
165614	29-03-22	1	Sadara li granite top	Ready to supplies
165615	29-03-22	1,3,5,6	4x2 floor tiles	Ready to supplies
165616	31-03-22	1 & 3	4x2 floor tiles	Ready to supplies
165619	06-04-22	1 to 41	CPVC items	Ready to supplies

No. of gate passes issued this week:	Have	From No.	9914	To No.	9915
Delivery van last site visit on:	24-03-2022				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl.No. during the week	From No.	15208	To No.	15213	
Items not ordered but received:					
Other corrections & remarks: 165577-wall mounted urinal we have received wrong items.					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Zakir		
Date			

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!