

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

Company:	Modi Realty Miryalguda LLP	Date:	18-04-2022			
Site:	AVR Gulmohar Homes	Prepared by:	Zakir			
Report From / To	11-04-22 to 18-04-2022	Approved by:				
Report Date	18-04-2022					
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		
165600	19-03-22	1 to 9	First Aid room items	PO has been not issued		
165684	08-03-22	4	Counter top pillar tap	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	70% received		
165599	19-03-22	1 to 15	Creche items	10% Received		
165601	19-03-22	1 to 23	Gym items	Ready to supplies		
165602	19-03-22	1 to 11	Recreation items	Ready to supplies		
165603	19-03-22	1 to 2	Cafeteria	50% Received		
165604	19-03-22	1 to 3	Playground Equipment	Ready to supplies		
165606	19-03-22	1 to 8	Light items	80% 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		
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		
165617	11-04-22	1 to 23	Consumable Material	Ready to supplies		
165619	06-04-22	1 to 41	CPVC items	Ready to supplies		
165620	06-04-22	31	PVC items	Ready to supplies		
165621	06-04-22	7	Eco drain items	Ready to supplies		
165624	09-04-22	1	Urinal	Ready to supplies		
No. of gate passes issued this week:		Have	From No.	9919	To No.	9920
Delivery van last site visit on:		13-04-2022				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
DC register Sl.No. during the week		From No.	15234	To No.	15249	
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						
Date						

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