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

Company:	Modi Realty Miryalguda LLP	Date:	20-06-2022
Site:	AVR Gulmohar Homes	Prepared by:	Zakir
Report From / To	30-05-22 to 20-06-2022	Approved by:	
Report Date	20-06-2022		

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
165601	19-03-22	19 & 21	Water Cooler & Carpet tiles	PO has been not issued
165606	19-03-22	2	Wall fans	PO has been not issued
165643	07-05-22	1 to 2	Timer Machines	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
165599	19-03-22	5,10,11	Creche items	Supplies asking payment for previous materials.
165601	19-03-22	01	Rowing Machine	Supplies Calls not responding
165602	19-03-22	4	TT table	Supplies Calls not responding
165609	19-03-22	2	Windows pleated Blinds	Next week they will fix.
165625	16-04-22	1	Off white pleated blinds	Next week they will fix.
165629	23-04-22	1 to 6	Windows Grills	This weekly delivered
165631	23-04-22	4	2x2 windows grills	This weekly delivered
165641	04-05-22	1	SS stand for table	Under Fabrication
165644	09-05-22	1 to 6	MS gate for villa	This weekly delivered
165645	09-05-22	1 to 2	MS gate-v.no.16	This weekly delivered
165646	09-05-22	1 to 2	MS gate-v.no.18	This weekly delivered
165647	09-05-22	1 to 2	MS gate-v.no.42	This weekly delivered
165648	09-05-22	1	MS gate-v.no.52	This weekly delivered
165649	09-05-22	1 to 2	MS gate-v.no.65	This weekly delivered
165650	11-05-22	1 to 4	Windows grills	This weekly delivered
165651	11-05-22	1 to 4	AL. Windows-6x4	Supplies told This weekly delivered
165654	16-05-22	1 to 5	1ton split AC	Supplies need conformation form purchase teams. Supplies send email to Prabakar sir date: 09-06-22 but not responding.
165661	25-05-22	1 and 3	MS Round pipe	This weekly delivered
165662	26-05-22	1 to 2	Yoga mat	Stock not available.
165663	26-06-22	1	Twindle GO-round-	Supplies phone number not mansion in PO.
165664	26-05-22	1 and 2	Garbage Bin	Supplies PO not Received
165665	27-05-22	1	Regal beige-4x2	Stock not available.
165666	30-05-22	1	JBL CSLM20	This weekly delivered
165673	06-06.22	13 & 38	CPVC Items	This weekly delivered
165674	06-06.22	19 & 30	PVC Items	This weekly delivered
165675	07-06-22	1	Door lock	Please cancelled this PO.
165677	07-06-22	1	SS railing	Date: 20-06-22 Now supplies received the PO.
165678	07-06-22	1	SS railing	Date: 20-06-22 Now supplies received the PO.

No. of gate passes issued this week:	Have	From No.	NL	To No.	NL
Delivery van last site visit on:	18-06-2022				

Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes	
DC register Sl.No. during the week	From No.	15359	To No.	20669
Items not ordered but received:				
Other corrections & remarks: one no chipping machine bosh company for repairing.				
Details of steel & cement stock				

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod – kgs	Stock at site – no of rods	Stock at site in tons	Previous weeks stock in tons	
1.	8mm	00	00	0.00	0.00	0.00	
2.	10mm	00	00	0.00	0.00	0.00	
3.	12mm	00	00	0.00	0.00	0.00	
4.	16mm	00	00	0.00	0.00	0.00	
5.	20mm	00	00	0.00	0.00	0.00	
6.	25mm	00	00	0.00	0.00	0.00	
7.	32mm	00	00	0.00	0.00	0.00	
8.	Binding wire	-		0.00	0.00	0.00	
OPC stock	NL	OPC last week's stock	NL	PPC/PSC stock	290	PPC/PSC last week's stock	300

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, 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!