

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

Company:	Modi Realty Mallapur LLP	Date:	18.06.22	
Site:	Gulmohar Residency	Prepared by:	Basaveshwari	
Report From / To	11.06.22 to 17.06.22	Approved by:		
Report Date	18.06.22			
List of requisitions numbers missing in the report*: Req no : 193215,193241,193275,193317,193318,193328				
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
193133	29.04.22	1	Roots cleaning automatic machine (electrical)	Po to be issue
193244	20.05.22	1 to 17	Electrical wires	Po to be issue
193277	31.05.22	1	MS pipe for fire system	Po to be issue
193295	6.06.22	1	Visiting cards	Promotion to follow up
193312	11.06.22	1 to 10	Electrical wires	Po to be issue
193319	13.06.22	1 to 10	Electrical wires	Po to be issue
193329	13.06.22	1 to 10	Electrical material	Po to be issue
193331	13.06.22	1 to 10	Electrical wires	Po to be issue
193332	13.06.22	1 to 7	Electrical material	Po to be issue
193336	13.06.22	1 to 10	Electrical wires	Po to be 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	Serial no of item in Req.	Item Description	Details of discussion with supplier
192871	22.02.22	2	Fire safety doors	1.5 m doors are in manufacturing stage
193084	13.04.22	1 to 5	UPVC sliding windows	Work under progress
193110	23.04.22	1,26,8	Panel doors	Partly delivered
193159	05.05.22	1,2	Tan brown granite	No stock at SSLLP
193171	06.05.22	1	Luppam patti	Interactive with supplier.
193176	07.05.22	2,3	MS T , MS elbow	Ready with supplier we need to arrange vehicle
193218	16.05.22	2,3,4	Solenoid valve ,pressure switch ,electrical panel	Interacting with supplier
193236	20.05.22	1,2	Tan brown granite	No stock at SSLLP
193245	23.05.22	1	Panel doors	Delivered by Monday
193268	24.05.22	4	PVC material	Delivered by Monday
193289	06.06.22	4,7	PVC material	Delivered by Monday
193294	06.06.22	10	Lap top mouse	No stock at SSLLP.
193293	06.06.22	7	Mopping cloth	Ready with supplier
193296	06.06.22	1,2	Coffee powder, lemon tea	Interactive with supplier.
193303	8.06.22	1	Ply wood	Ready with supplier we need to arrange vehicle
193311	10.06.22	1	Tan brown granite	No stock at SSLLP.
193314	11.06.22	1	Tan brown granite	No stock at SSLLP
193315	11.06.22	1 to 10	Pvc material	Ready with supplier we need to arrange vehicle

193320	13.06.22	1 to 4	Electrical material	55LP Ready with supplier we need to arrange vehicle		
193325	13.06.22	1	Anchor bolt	55LP Ready with supplier we need to arrange vehicle		
193327	13.06.22	1	Deep box	55LP Ready with supplier we need to arrange vehicle		
193330	13.06.22	1 to 10	Electrical material	55LP Ready with supplier we need to arrange vehicle		
193333	13.06.22	1	Tan brown granite	55LP No stock at SSLLP		
No of gate passes issued this week			From No.	9727 To No. 9729		
Delivery van site visit on :			14.06.22, 16.06.22, 18.06.22			
Inward report (MRN/other) & stock report emailed in pdf format to purchase				Yes		
Item not ordered but received : Nill						
Detail of steel & cement stock						
SI NO	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in kgs
1.	8mm	0.395	4.74	80	379	
2.	10mm	0.617	7.41	30	222	
3.	12mm	0.888	10.6	40	424	
4.	16mm	1.580	18.9	20	378	
5.	20mm	2.469	29.6	40	1184	
6.	25mm	3.86	46.32	25	1158	
7.	32mm	66.67		NILL	NILL	
8.	Binding wire			-	200	
OPC stock	0	OPC last weeks stock	18-	PPC/PSC stock	435	PPC/PSC last weeks stock 0
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		18/06/22		18/06/22		

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!