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

Company:			limited	nited Date:		16.07.2022		
Site:		May flower platinum			Prepared by:		N. Divya	
Report From	rom / To 9.07.2022 Saturday to			Approved by:				
		15.07.2	022 Friday .					
Report Date		16.07.2	022 Saturday					
List of requis	sitions num	ibers mi	issing in the repor	rt*: 17862	8			
			WO not prepared			uisition:		
Req No.	Req		Req.Item		Description	Reason for not preparing PO/WO		
			quantity		•			
178470	29.03.2	.022	2	Sofa se	Sofa set		PO to be issued	
178544	04.05.2	022	2	Vinyl f	looring	PO to	be issued	
170 < 17	24 06 2	022	1-8	Furnitu	re Material	Online	e purchase	
178615	24.00.2	.022		(sofa se		Cimino	purchase	
178622	27.06.2		1		et)		be issued	

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

				eceived at site beyond the lead time:
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
178127	29.10.2021	07	Wall hung WC	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week.
178455	26.03.2022	9	Creche material	Partly materila received supplier arranging balance material
178456	26.03.2022	2 & 3	Creche material	Partly materila received supplier arranging balance material.
178469	29.03.2022	7	Coffee machine	Delivery to be tomorrow
178477	31.03.2022	1 to 3	Toughened glass	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week
178478	05.04.2022	1 to 6	Sliding windows	Work under progress
178479	05.04.2022	5	Grills	Partly material received .no stock at ssllp .
178510	16.04.2022	1	HOB & chimney	Partly materila received supplier arranging balance material.
178512	16.04.2022	1	Glass partition	Next week delivery .
178522	23.04.2022	8	WOOD dark	No stock.
178547	06.05.22	1	Wood dark tiles	No stock at ssllp
178551	09.05.2022	1 to 8	Tiles dark wood	No stock
178568	25.05.2022	1	Kitchen unit	Work under progress
178578	31.05.2022	1 to 9	Panel doors	Next week delivery
178592	11.06.2022	1 & 2	UPVC	Part material delivered, remaining material Not available at supplier will be delivered next week.
178594	11.06.2022	1	Granite-Tan-Brown	Part material delivered, remaining material Not available at supplier will be delivered next week.
178600	15-06-2022	7	Consumables wall putty	Partly materila received supplier arranging balance material
178602	15-06-2022	2to6 & 8,9	Consumables items	Partly materila received supplier arranging balance material.
178606	15-06-2022	2,3,5&6	CPVC	Part material delivered, remaining material Not available at supplier will be delivered next week.
178608	21.06.2022	1	Peripherals- Router	.No stock at ssllp



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	24.06.2022	1,3,7,8	Wall Tiles		Part	material deliver	ed, remaining m	aterial Not	
178618	24.06.2022	260			available at supplier will be delivered next week.				
170010	24.00.2022	3,6,8	Floor tiles		Part material delivered, remaining material Not				
					avail	able at supplier	will be delivered	d next week.	
178623	28.06.2022	1& 2	Ct-t'						
	20.00.2022	100 2	Stationary pe	Stationary pens		Part material delivered, remaining material Not available at supplier will be delivered next week.			
					availa	able at supplier	will be delivered	d next week.	
178624	28.06.2022	4	Coffee powde	er	Part	material deliver	ed, remaining m	atorial Not	
			Power	-	availa	able at supplier	will be delivered	d next week	
178629	0607-2022	1	Floor mat		available at supplier will be delivered next week.  Next week delivery.				
178633 06-07-2022		1	False ceiling -		Next week delivery .				
			Gypsum			week denivery	•		
178634	06-07-2022	1	PVC False ceiling - Wenge		Next	week delivery			
150 (0.5					Work don't or j				
178635	08-07-2022	1	Tiles adhesive	Tiles adhesive-Roff		Next week delivery .			
178638	08-07-2022	1	Electrical inco	Electrical insulation		Next week delivery .			
			tapes			INEXT WEEK delivery .			
178639	09-07-2022	1-4	Tile grout cement		Next week delivery .				
170640					TYCKI WEEK GEHVELY .				
178643	09-07-2022	1-2	ELEC lights & C		Monday to be delivery .				
178645	12-07-2022	1		Cameras Floor paint-Yellow		North and 111			
178646	12-07-2022	1-3	Wall hung		Next week delivery . Next week delivery .				
	1000		vv an nung		Next	week delivery .		-	
No. of gate	passes issued this	week:	1 F	rom No.		6399	To 6	7200	
			*   *	10111 110.		0377	10   0	5399	
Delivery var	n site visit on:		11 07 2022	13.07.2022			10		
Delivery var Inward repo	n site visit on:	stock report ema	11.07.2022 , 1	13.07.2022	15.0				
Inward repo	n site visit on:. ort (MRN/other) &		11.07.2022, 1 niled in pdf forma	13.07.2022 t to purcha	15.0		Yes		
Inward repo	n site visit on:. ort (MRN/other) & rdered but received	d:- NIL	11.07.2022, 1 ailed in pdf forma	13.07.2022 t to purcha	15.0				
Inward repo Items not or Other correct	n site visit on:. ort (MRN/other) & rdered but received ctions & remarks:	d:- NIL - NIL	11.07.2022, 1 niled in pdf forma	13.07.2022 t to purcha	15.0				
Inward repo Items not or Other correct	n site visit on:. ort (MRN/other) & dered but receive ctions & remarks: eel & cement stoo	d:- NIL - NIL :k	ailed in pdf forma	t to purcha	2 , 15.0 ise?	7.2022.	Yes		
Inward repo Items not or Other correct Details of st	n site visit on:. ort (MRN/other) & rdered but received ctions & remarks:	d:- NIL - NIL - Wt per mtr	wiled in pdf formation with the state of the	t to purcha	2 , 15.0 sse?	7.2022.  Stock at site in	Yes		
Inward repo Items not or Other correct Details of st	n site visit on:. ort (MRN/other) & dered but receive ctions & remarks: eel & cement stoo	d:- NIL - NIL :k	ailed in pdf forma	t to purcha	2 , 15.0 sse?	7.2022.  Stock at site in Kgs	Yes Previous sto		
Inward repo Items not or Other correct Details of stands Sl. No	n site visit on: ort (MRN/other) & rdered but receive ctions & remarks: reel & cement stoo	d:- NIL - NIL - Wt per mtr	wt. for 12 mtr rod – kgs	Stock at	2 , 15.0 sse?	7.2022.  Stock at site in Kgs	Yes Previous sto		
Inward repo Items not or Other correct Details of str SI. No	n site visit on: ort (MRN/other) & rdered but receive ctions & remarks: eel & cement stoc Tor size  8mm	d:- NIL - NIL - NIL - Wt per mtr kgs	wt. for 12 mtr rod – kgs	Stock at	2 , 15.0 sse?	7.2022.  Stock at site in Kgs -	Yes Previous sto		
Inward repo Items not or Other correct Details of st SI. No  1. 2.	n site visit on: ort (MRN/other) & rdered but received ctions & remarks: eel & cement stock Tor size  8mm 10mm	d:- NIL - NIL - NIL - Wt per mtr kgs	Wt. for 12 mtr rod – kgs	Stock at - no of 1	2 , 15.0 sse?	7.2022.  Stock at site in Kgs	Yes Previous sto		
Inward reporting Items not or Other correct Details of street. No.	n site visit on: ort (MRN/other) & rdered but received ctions & remarks: teel & cement stoc Tor size  8mm 10mm 12mm	d:- NIL - NIL - NIL - kk - Wt per mtr kgs	Wt. for 12 mtr rod – kgs	Stock at - no of t	2 , 15.0 sse?	7.2022.  Stock at site in Kgs	Yes Previous sto		
Inward repo Items not or Other correct Details of str Sl. No  1. 2. 3. 4.	n site visit on: ort (MRN/other) & rdered but received ctions & remarks: reel & cement stock Tor size  8mm 10mm 12mm 16mm	d:- NIL - NIL - NIL - kk Wt per mtr kgs	Wt. for 12 mtr rod – kgs	Stock at - no of r	2 , 15.0 sse?	Stock at site in Kgs	Yes Previous sto		
Inward repo Items not or Other correct Details of st Sl. No  1. 2. 3. 4. 5.	n site visit on: ort (MRN/other) & dered but receive ctions & remarks: eel & cement stoc Tor size  8mm 10mm 12mm 16mm 20mm	d:- NIL - NIL - NIL - kk Wt per mtr kgs	Wt. for 12 mtr rod – kgs	Stock at - no of r	2 , 15.0 sse?	Stock at site in Kgs	Yes Previous sto		
Inward repo Items not or Other correct Details of st Sl. No  1. 2. 3. 4. 5. 6.	n site visit on: ort (MRN/other) & rdered but receiver ctions & remarks: reel & cement stoc Tor size  8mm 10mm 12mm 16mm 20mm 25mm	d:- NIL - NIL - NIL - NIL - kk  Wt per mtr kgs	Wt. for 12 mtr rod – kgs	Stock at - no of 1	2 , 15.0 sse?	Stock at site in Kgs	Yes Previous sto		
Inward repo Items not or Other correct Details of st Sl. No  1. 2. 3. 4. 5. 6. 7.	n site visit on: ort (MRN/other) & dered but receive ctions & remarks: reel & cement stoc Tor size  8mm 10mm 12mm 16mm 20mm 25mm 32mm	d:- NIL - NIL - NIL - NIL - kk  Wt per mtr kgs	Wt. for 12 mtr rod – kgs	Stock at - no of 1	site rods	7.2022.  Stock at site in Kgs	Yes Previous stores	ock in Kgs	
Inward repo Items not or Other correct Details of str SI. No  1. 2. 3. 4. 5. 6. 7. 8.	n site visit on: ort (MRN/other) & redered but receiver ctions & remarks: reel & cement stoc  Tor size  8mm 10mm 12mm 16mm 20mm 25mm 32mm Binding wire	d:- NIL - NIL - NIL - NIL - kk  Wt per mtr kgs	Wt. for 12 mtr rod – kgs	Stock at - no of 1	site rods	Stock at site in Kgs	Previous sto		
Inward repo Items not or Other correct Details of str Sl. No  1. 2. 3. 4. 5. 6. 7. 8.	n site visit on: ort (MRN/other) & redered but receiver ctions & remarks: reel & cement stoc  Tor size  8mm 10mm 12mm 16mm 20mm 25mm 32mm Binding wire	d:- NIL - NIL - NIL - NIL - kgs - kgs	Wt. for 12 mtr rod – kgs  0	Stock at - no of 1 Stock at	site rods	7.2022.  Stock at site in Kgs nil	Previous sto	ock in Kgs	
Inward repo Items not or Other correct Details of st SI. No  1. 2. 3. 4. 5. 6. 7. 8. OPC stock	n site visit on: ort (MRN/other) & redered but receiver ctions & remarks: reel & cement stoc  Tor size  8mm 10mm 12mm 16mm 20mm 25mm 32mm Binding wire	d:- NIL - NI	Wt. for 12 mtr rod – kgs  0	Stock at - no of 1 Stock at	site rods	7.2022.  Stock at site in Kgs	Previous sto	ock in Kgs	

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>, <a href="mailto:ashain.goognates">ashain.goognates</a> ashaiya@modiproperties.com</a> and <a href="mailto:report">rajkumarn@modiproperties.com</a> on every Saturday. 3. Admin offices shall not leave the site without ompleting 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!