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

Company:			
Site:	Modi properties private limited	Date:	23.07.2022
Report From / To	May flower platinum 16.07.2022 Saturday to 22.07.2022 Friday	Prepared by:	N. Divya
		Approved by:	
Report Date	23.07.2022 Saturday		

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	Req.Item quantity	Item Description	Reason for not preparing PO/WO#
178648	14.07.2022	3	Kitchen Cabinets	PO to be issued
178649	14.07.2022	1-8	Sign boards (Exit)	PO to be issued
178643	09-07-2022	1-2	CCTV Cameras	PO to be issued
178651	14.07.2022	1	Wire-PVC Coated	PO to be issued
178654	16.07.2022	1	Square Manhole	PO to be issued
178657	16.07.2022	1	Study Tables	PO to be issued
178658	16.07.2022	1-2	Glass shutter	PO to be issued
178469	29.03.2022	7	Coffee machine	PO to be 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
178127	29.10.2021	07	Wall hung WC	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week.
178477	31.03.2022	1 to 3	Toughened glass	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week
178479	05.04.2022	5	Grills	Partly material received .no stock at ssllp .
178512	16.04.2022	1	Glass partition	Next week delivery .
178522	23.04.2022	8	Urbornwood dark	Next week delivery .
178544	04.05.2022	2	Vinyl flooring	Monday to be delivery .
178547	06.05.2022	1	Wood dark tiles	No stock at ssllp
178551	09.05.2022	1 to 8	Tiles dark wood	Next week delivery .
178558	14.07.2022	1	Multistand wire	Part material delivered,remaining material balance
178568	25.05.2022	1	Kitchen unit	Next week delivery
178578	31.05.2022	1 to 9	Panel doors	Next week delivery
178594	11.06.2022	1	Granite-Tan-Brown	Part material delivered, remaining material Not available at supplier will be delivered next week.
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	Next week delivery .
178616	30-6-2022	3	Crema marfil	No stock
178617	24.06.2022	1,3,4,7,8	Malaysian Brown DK	Part material delivered, remaining material Not available at supplier will be delivered next week.
178618	24.06.2022	1-9	Blanco white	Part material delivered, remaining material Not

				available at supplier will be delivered nexweek.
178620	27.06.2022	1-2	GI-Pole	supplier asking payment .
178622	27.06.2022	1	Windows	PO to be issued
178633	06-07-2022	1	False ceiling -Gypsum	Next week delivery .
178634	06-07-2022	1	PVC False ceiling - Wenge	Wrong PO to be issued
178640	09-07-2022	1	Umbrella	Monday to be delivery .
178641	09.07.2022	1	Peripherals bags	(Online purchase) Part material delivered,
178645	12-07-2022	1	Floor paint-Yellow	No stock at ssllp
178647	13-07-2022	1	Tan brown Granite	Next week delivery .
178652	15.072022	1-3	SS Screws	Next week delivery
178653	16.07.2022	1-9	Books collection	Part material delivered
178655	16.07.2022	1	Tiles-copper cloudy	Next week delivery
178656	16.07.2022	1	Mirror with Frame	Next week delivery
178659	16.07.2022	1	Nilkamal Novella07	Next week delivery
178661	19.07.2022	1	Tan brown Granite	Next week delivery
178664	20.07.2022	1	Rain coats	Monday to be delivery .

No. of gate passes issued this week:	02	Sheet No.	6400, 4051
Delivery van site visit on:.	18.07.2022 , 20.07.2022 , 22.07.2022.		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes

Items not ordered but received:- NIL

Other corrections & remarks:- NIL

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 Kgs	Previous stock in Kgs
1.	8mm	-	-	-	-	-
2.	10mm	-	-	-	-	-
3.	12mm	-	-	-	-	-
4.	16mm	-	-	-	-	-
5.	20mm	-	-	-	-	-
6.	25mm	-	-	-	-	-
7.	32mm	-	-	-	-	-
8.	Binding wire	-	-	-	-	-
				-	-	nil

OPC stock	0	OPC last weeks stock	0	PPC/PSC stock	nil	PPC/PSC last weeks stock	326
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		23.07.2022		23.07.2022		23.07.2022	

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 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!