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

Company: Site:	Modi properties private limited May flower platinum	Date:	06.08.2022
Report From / To	30.07.2022 Saturday to 5.08.2022 Friday	Prepared by: Approved by:	N. Divya
Report Date	06.08.2022 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*
178620	27.06.2022	1-2	Timer L&T 32 amp	PO to be issued
178634	06-07-2022	1	PVC False ceiling -Wenge	PO rate to be is wrong
178651	14.07.2022	1	Wire-PVC Coated	PO to be issued
178658	16.07.2022	1	Book sheves with glass shutter	PO to be issued
178670	22.07.2022	1	Timer L&T 32 amp	PO to be issued
178693	02.07.2022	1	Glass masaic	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 sallp
178512	16.04.2022	1	Glass partition	Next week delivery
178544	04.05.2022	2	Vinyl flooring	Material recived but installation to be pending
178547	06.05.2022	1	Wood dark tiles	Pick up from GMR
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	Material under production by KBD
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.
'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	Monday to be delivery
178616	30-6-2022	3	Crema marfil	Next week delivery
178617	24.06.2022	1,3,4,7,8	Malaysian Brown DK	Pick up from GMR
178618	24.06.2022	1-9	Blanco white	Part material delivered, remaining material Not available at supplier will be delivered nexweek.
178622	27.06.2022	1	Windows	Next week delivery
178633	06-07-2022	1	False ceiling -Gypsum	Next week delivery
178643	09-07-2022	1-2	CCTV Cameras	Monday to be delivery
178647	13-07-2022	1	Tan brown Granite	Next week delivery
178653	16.07.2022	1-9	Books collection	Part material delivered

178657	16.07.2022	1	Study Tables	Pick up from SSLLP
178661	19.07.2022	1	Tan brown Granite	Next week delivery
178660	19.07.2022	1	CCTV Cameras	Monday to be delivery
178666	20.07.2022	1	Spring wire	Next week delivery
178680	30.07.2022	1	Panel doors	Next week delivery
178689	02.08.2022	1	Grard alert siren	Next week delivery
178690	02.08.2022	1-2	CCTV Cameras	Pick up from SSLLP
178692	02.08.2022	1-3	Flush plates	No Stock in SSLLP

No. of gate passes issued this week:	01	Sheet No.	4056	to	4056
Delivery van site visit on:.	01.08.2022, 03.08.2022, 05.08.2022				
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	240

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	06.08.2022	06.08.2022	06.08.2022

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!