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

Company:	Modi properties private limited	Date:	13.08.2022
Site:	May flower platinum	Prepared by:	N. Divya
Report From / To	6.08.2022 Saturday to 12.08.2022 Friday	Approved by:	
Report Date	13.08.2022 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 since in sft
178651	14.07.2022	1	Wire-PVC Coated	PO to be issued
178693	02.07.2022	1	Glass masaic	PO to be issued
178701	08.08.2022	1	Nilkamal chairs	PO to be issued
178702	08.08.2022	1	Bar stool	PO to be issued
178703	08.08.2022	1	Exhaust fan	PO to be issued
178705	09.08.2022	1	Teakwook -wakefit	Online purchase
178707	09.08.2022	1	Hand dryer	PO to be issued
178708	09.08.2022	1	Kitchen cabinets- Laminated MDF Wenge	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 .
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	Material under production by KBD
178578	31.05.2022	1 to 9	Panel doors	Next week delivery
178616	30-6-2022	3	Crema marfil	Next week delivery .
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	Luna DK	Part material delivered, No stock in SSLLP remaining material
178622	27.06.2022	1	Windows	Next week delivery
178643	09-07-2022	1-2	CCTV Cameras	Part material delivered,remaining material balance
178647	13-07-2022	1	Tan brown Granite	Next week delivery .
178653	16.07.2022	1-9	Books collection	Part material delivered.And no stock in SSLLP
178661	19.07.2022	1	Tan brown Granite	Next week delivery
178660	19.07.2022	1	CCTV Cameras	Pick up from SSLLP
178666	20.07.2022	1	Spring wire	PO not send to suppler
178670	22.07.2022	1	Timer L&T 32 amp	No stock in SSLLP

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178680	30.07.2022	1	Panel doors	No stock in SSLLP
178689	02.08.2022	1	Grard alert siren	PO not send to suppler
178690	02.08.2022	1-2	CCTV Cameras	Pick up from SSLLP
178694	02.08.2022		Garden Rake	Part material delivered. Remaining nextweek delivery
178709	09.08.2022	1	Urbab wood classic	Pick up from SSLLP

No. of gate passes issued this week:	01	Sheet No.	4057	to	4057
Delivery van site visit on:.	08.08.2022, 10.08.2022, 12.08.2022				
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	230

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	13.08.2022	13.08.2022	13.08.2022

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!