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

Company:	Modi properties private limited	Date:	20.08.2022
Site:	May flower platinum	Prepared by:	N. Divya
Report From / To	13.08.2022 Saturday to 19.08.2022 Friday	Approved by:	
Report Date	20.08.2022 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#
178708	09.08.2022	1	Kitchen cabinets-Laminated MDF Wenge	PO to be issued
178720	16.08.2022	1	Plain False Ceiling-Gypsum	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
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
178620	27.06.2022	2	Timer L&T 32 amp	Pick up from Supplier
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	Part material delivered
178653	16.07.2022	7	Picture Books collection	No stock in SSLLP
178661	19.07.2022	1	Tan brown Granite	Part material delivered
178660	19.07.2022	1	CCTV Cameras	Pick up from SSLLP
178666	20.07.2022	1	Spring wire	Pick up from Supplier
178670	22.07.2022	1	Timer L&T 32 amp	Pick up from Supplier
178679	30.07.2022	1-2	Ranger & Oscar Blue Tile	Pick up from Supplier
178680	30.07.2022	1	Panel doors	Pick up from SSLLP
178682	30.07.2022	1	SS Stand Table Top	Next week delivery
178689	02.08.2022	1	Guard Alert Siren	Next week delivery
178690	02.08.2022	1-2	CCTV Cameras	No stock in SSLLP
178693	02.08.2022	1-2	Glass Mosaic White & Blue Tiles	

178694	02.08.2022	2	Garden Rake	Part material delivered. Remaining nextweek delivery
178703	08.08.2022	1	Exhaust fan	Next week delivery
178706	09.08.2022	1-2	MS Grills	Pick up from SSLLP
178709	09.08.2022	1	Urban wood classic	Pick up from SSLLP
178712	10.08.2022	1-2	False Ceiling Lights	Next week delivery
178717	13.08.2022	1-5	Country Rosso	Pick up from SSLLP

No. of gate passes issued this week:	00	Sheet No.	00	to	00
Delivery van site visit on:.	17.08.2022 , 19.08.2022				
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	206

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	20.08.2022	20.08.2022	20.08.2022

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 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!