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

Company	Mehta& Modi Realty Kowkur LLP	Date	24 09 2022
Site	Greenwood Heights	Prepared by	D Devi
Report From / To	17 09 2022 to 24 09 2022	Approved by	A Suresh
Report Date	24 09 2022		

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	Serial no of item in Req	Item Description	Reason for not preparing PO/WO'
142071	14-07-2022	4	Channel Bracket	Po to be issue
142152	18-08-2022	1,2	Toys-cars & dolls	Po to be issue
142188	07-09-2022	1	Gas Cylinder	Po to be issue
142206	19-09-2022	1 to 9	Plumbing pvc	Po to be issue

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[5]
142037	04-07-2022	1 & 3	Floor Large tiles	Po no 89697 sup SSLLP delivery in this week.
142040	04-07-2022	5	Malasian Brown DK	Po no 89700 sup SSLLP delivery in this week
142051	07-07-2022	1,2	Large tiles (Tagus & marbo opera) tiles	Po no 89837 sup SSLLP delivery on thursday
142052	07-07-2022	1,2	Regal beige & urban wood dark	Po no 89838 sup SSLLP delivery on next week
142054	07-07-2022	1,2	Large tiles	Po no 89976 sup SSLLP delivery on next week
142070	14-07-2022	5,7	Malasian Brown DK & HL	Po no 90186 sup SSLLP delivery on Thursday
142087	20-07-2022	1 to 2	Tagus tiles	Po no 90292 sup SSLLP delivery on next week
142102	26-07-2022	1 to 5	Armoured Cable	Po no 90612 sup Premier Engineering Corporations delivery on next week
142112	01-08-2022	1	Powder coated grill	Po no 90648 sup SSLLP delivery on next week
142115	02-08-2022	1	Guard Alert siren	Po no 90703 sup Parshva Global delivery on next week
142125	04-08-2022	2,3,5,7,8	Ceramic Wall Tiles	Po no 90806 sup SSLLP delivery on next week
142137	09-08-2022	1	Cable Tray	Po no 91169 sup Venkateswara Electrical Enterprises delivery on next week
142139	11-08-2022	2,3,4,7,8,9	CPVC material	Po no 91023 sup SSLLP delivery on next week
142171	02-09-2022	1,8	Panel door & door stopper	Po no 91528 sup SSLLP delivery on monday
142184	06-09-2022	1,2	Paints	Po no 91772 sup SSLLP delivery in this week
142189	07-09-2022	1,2	Traventine corolina	Po no 91750 sup SSLLP delivery on next week
142199	16-09-2022	1,2	GI universal clamp	Po no 92127 sup sunil fastners delivery in this week
142205	19-09-2022	1 to 9	Electrical copper wire	Po no 92121 sup SSLLP delivery in week

No. of gate passes issued this week	01	From No	Nil	To No	Nil
Delivery van site visit on	17-09-2022 to 24-09-22				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				

Other corrections & remarks:

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	395	4 74	Nil	Nil	Nil
2	10mm	617	7 404	Nil	Nil	Nil
3	12mm	89	10 68	Nil	Nil	Nil
4	16mm	1 58	18 96	Nil	Nil	Nil
5	20mm	2 47	29 64	Nil	Nil	Nil
6	25mm	3 86	46 32	Nil	Nil	Nil
7	32mm	6 32	75 84	Nil	Nil	Nil

8	Binding wire			Nil	Nil	Nil	
OPC stock		OPC last weeks stock		PPC/PSC stock	242	PPC/PSC last weeks stock	286
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		A Suresh		D Devi			
Date		24 09 2022		24 09 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 Fnsure 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!

24 SEP 2022