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

Company:	Modi properties private limited	Date:	17.09.2022
Site:	May flower platinum	Prepared by:	N. Divya
Report From / To	10.09.2022 Saturday to 16.09.2022 Friday	Approved by:	
Report Date	17.09.2022 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*
178740	05-01-2022	1	Cement fiber board	PO to be issued
178753	09-09-2022	1	Cement fiber board	PO to be issued
178757	10-09-2022	1-2	MS L Angle	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
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
178617	24.06.2022	1,	Malaysian Brown DK	Part material delivered, remaining No stock in SSLLP
178620	27.06.2022	2	Timer L&T 32 amp	No stock in SSLLP
178641	09-07-2022	1	Peripheral bag pack	Part material delivered, remaining No stock in SSLLP (online purchase)
178666	20.07.2022	1	Spring wire	Monday delivery
178679	30.07.2022	1-2	Ranger & Oscar Blue Tile	Pick up from GMR
178706	09.08.2022	1-2	MS Grills	Monday delivery
178708	09.08.2022	1	Kitchen cabinets-Laminated MDF Wenge	Next week delivery
178721	18.08.2022	1-10	Madule plates	Part material delivered, Pick up from SSLLP
178722	19.08.2022	1-2	Chimney-Hindware	Pick up from SSLLP
178727	23.08.2022	1-2	CCTV -main door lights	Part material delivered, remaining No stock in SSLLP
178728	23.08.2022	1-10	Module plates	Part material delivered, Pick up from SSLLP
178733	26.08.2022	3	Malaysian brown DK	No stock in SSLLP
178734	26.08.2022	1-3	Urbanwood dark	No stock in SSLLP
178735	26.08.2022	1	Toughned Glass	Measurements are completed,Pick up from Suppler
178737	29.08.2022	1-10	CP Wall Mixture	Part material delivered, remaining No stock in SSLLP
178738	29.08.2022	1-10	Waste coupling	Part material delivered, remaining Pick up from SSLLP
178739	29-08-2022	1-3	MS Grills	Part material delivered, remaining Pick up from SSLLP

178740	29.08.2022	1	Cement fiber board	PO to be issue
178744	05.09.2022	1	Smile play	PO to be issue
178743	5-9-2022	1	Tan brown Granite	Pick up from SSLLP
178746	6-9-2022	1-3	Malaysian brown DK	Part material delivered, remaining Pick up from SSLLP
178755	10-9-2022	1-5	Black Berry	Pick up from SSLLP
178756	10-9-2022	1	SS Number plates	Monday delivery
178759	13-9-2022	1-3	Grout silk ,white	Pick up from SSLLP
178760	14-9-2022	1	Flush Plates	Pick up from SSLLP

No. of gate passes issued this week:	02	Sheet No.	4059	and	4061
Delivery van site visit on:.	12.09.2022, 14.09.2022, 16.09.2022				
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	235

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	17.09.2022	17.09.2022	17.09.2022

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. 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!