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

Company:	Modi properties private limited	Date:	19.11.2022
Site:	May flower platinum	Prepared by:	N. Divya
Report From / To	12.11.2022 Saturday to 18.11.2022 Friday	Approved by:	
Report Date	19.11.2022 Saturday		

List of requisitions numbers missing in the report*: 178834

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#
178801	20-10-2022	1	Kitchen cabinets-Laminateds	Wrong Po 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
178477	31.03.2022	1 to 3	Toughened glass	Bulk order, Part material delivered, remaining material available at supplier will be delivered next week
178722	19.08.2022	1-2	Chimney-Hindware	Supplier not responding
178735	26.08.2022	1	Toughned Glass	Delivered by suppler
178740	29.08.2022	1	Cement fiber board	Work Under process
178744	05.09.2022	1	Smile play	Suppler asking payment
178764	20-09-2022	1-5	MS-Grills	Part material delivered, remaining Pick up from SSLLP
178783	04.10.2022	1	Boom Barrier	Po issued
178787	07-10-2022	1	Tan brown Granite	Part material delivered, remaining Pick up from SSLLP
178798	18-10-2022	1-5	MS-Grills	Pick up from SSLLP
178813	31-10-2022	1	Steel railing -Stainless Steel	Pick up from Suppler
178820	05.11.2022	1	Tan brown Granite	Pick up from SSLLP
178831	11.11.2022	1-10	Copper wires black color	Po issued
178832	12.11.2022	1	False ceiling lights	Pick up from SSLLP
178833	17.11.2022	1-3	CPVC Elbow	Po issued

No. of gate passes issued this week:	00	Sheet No.	-	to	-
Delivery van site visit on:.	14.11.2022,16.11.2022,				
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	8
Details		Project Manager		Admin Officer/Manager		Admin Audit	

Sign			
Date	19.11.2022	19.11.2022	19.11.2022

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!