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

Company:	Modi Realty Miryalguda LLP	Date:	28-11-2022
Site:	AVR Gulmohar Homes	Prepared by:	Zakir
Report From / To	21-11-22 to 28-11-2022	Approved by:	
Report Date	28-11-2022		

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

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
165664	26-05-22	2	Garbage Bin	No stock in supplies
165740	27-09-22	1 to 5	MS Grills	90% received remaining, next week deliver
165741	27-06-22	1 to 5	MS Grills	95% received remaining, next week deliver
165754	18-11-22	1 to 11	CP Items	No stock in SSLLP
165755	18-11-22	1 to 7	Sanitary Items	No stock in SSLLP
165756	18-11-22	1	Wall putty	No stock in SSLLP
165757	21-11-22	1 to 11	CP Items	No stock in SSLLP
165758	21-11-22	1 to 7	Sanitary Items	No stock in SSLLP

No. of gate passes issued this week:	Have	From No.	9942	To No.	9943
Delivery van last site visit on:	11-11-2022				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl.No. during the week	From No.	15560	To No.	15574	

Items not ordered but received:

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 tons	Previous weeks stock in tons
1.	8mm	00	00	0.00	0.00	0.00
2.	10mm	00	00	0.00	0.00	0.00
3.	12mm	00	00	0.00	0.00	0.00
4.	16mm	00	00	0.00	0.00	0.00
5.	20mm	00	00	0.00	0.00	0.00
6.	25mm	00	00	0.00	0.00	0.00
7.	32mm	00	00	0.00	0.00	0.00
8.	Binding wire	-	00	0.00	0.00	0.00
				0.00	0.00	0.00

OPC stock	NL	OPC last week's stock	NL	PPC/PSC stock	135	PPC/PSC last week's stock	140

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date			

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!