

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

Company:	Modi Realty Miryalguda LLP	Date:	09-01-2023			
Site:	AVR Gulmohar Homes	Prepared by:	Zakir			
Report From / To	02-01-23 to 09-01-2023	Approved by:				
Report Date	09-01-2023					
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		
165770	19-12-22	1	Bench Press	PO not issue		
				PO Not 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		
165761	29-11-22	1 to 11	CP materials	This weekly they will deliver		
165763	29-12-22	1	Play slider swing	Next weekly they will deliver		
165768	14-12-22	1	Tandoor stone	This weekly they will deliver		
165769	14-12-22	1	Smart Phone	This weekly they will deliver		
165772	22-12-22	1	LED bulb	This weekly they will deliver		
165775	03-01-22	1	wheel cahair	This weekly they will deliver		
No. of gate passes issued this week:	Have	From No.	NL	To No.	NL	
Delivery van last site visit on:	23-12-2022					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes			
DC register Sl.No. during the week	From No.	15610	To No.	15618		
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	-		0.00	0.00	0.00
OPC stock	NL	OPC last week's stock	NL	PPC/PSC stock	82	PPC/PSC last week's stock 82
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 rajikumam@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!