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

Company:	Modi Realty Mallapur LLP	Date:	7.01.23
Site:	Gulmohar Residency	Prepared by:	Basaveshwari
Report From / To	2.01.23	Approved by:	
Report Date	7.01.23		

List of requisitions numbers missing in the report*: Req no: 208539,208647,208557,208640,208426,208589,208678,208676,20877

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	serial no of iteam in Req	Item Description	Reason for not preparing PO/WO
208655	3.01.23	1	Steel railing stainless	Requisition sent to MD approval
208639	30.12.22	3,4	Gate hinges, round rod(16mm dia)	Po to be issue.
208621	28.12.22	1	Rough tan brown granite	Requisition sent to MD approval.
208587	23.12.22	8,9	Pan head screws (6x32,6x25mm)	Po to be issue.
208581	22.12.22	1 to 4	UPVC pipe,elbow,plain tee,	Po to be issue.
208579	21.12.22	1	Diamond puncher	Po to be issue.
208525	17.12.22	1	Rubber gasket	Local purchased by raghu sir.
208482	14.12.22	1	Notice board	Promotions to be follow up.
208312	19.11.22	1,2	Fire rated door (single & double leaf)	Procurement team to be follow up.
208311	19.11.22	1,2	Fire rated door (single & double leaf)	Procurement team to be follow up.
208310	18.11.22	1,2	Fire rated door (single & double leaf)	Procurement team to be follow up.
208309	18.11.22	1,2	Fire rated door (single & double leaf)	Procurement team to be follow up.

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
208690	5.01.23	1 to 10	Electrical modular plates ,switches &sockets	Monday will be delivered.
208689	5.01.23	1 to 10	Electrical material	Monday will be delivered.
208688	5.01.23	1 to 10	Electrical wires	Less stock at SSLLP.
208687	5.01.23	1 to 10	Electrical wires	Less stock at SSLLP.
208686	5.01.23	1 to 10	Electrical material	Mondaay will be delivered.
208684	5.01.23	1 to 7	CP material	Less stock at SSLLP
208683	5.01.23	1to 10	CP material	Less stock at SSLLP.

208683	5.01.23	1to 10	CP material	Less stock at SSLLP.
208674	4.01.23	1 to 10	Cp material	Less stock at SSLLP.
208671	4.1.23	1 to 10	Electrical wires	Less stock at SSLLP.
208658	2.01.23	1 to 5	Electrical wires	Less stock at SSLLP.
208656	3.01.23	1 to 5	Electrical wires	Less stock at SSLLP.
208635	30.12.22	1	Half white MS sheet	Payment issue from purchase.
208633	30.12.22	1	MS round pipe (32mm inner dia)3mm thickness	Ready with1 supplier we arrianging vehicle.
208661	3.01.23	1 to 10	Cp material	Less stock at SSLLP.
208540	20.12.22	1	Ms round pipe-B-class - 6mts --(25x2mm)	Supplier not received po from purchase.
208478	14.12.22	1	Smart phone	Monday will be delivered.
208193	4.11.22	1,2	Dry & wet garbage (blue & green colour)	No stock at supplier.
208550 to 208555,208514 to 208517,208546 to 208548,208502	17.12.22 to 29.12.22	1	Kitchen cabinets - laminated MDF -wenge	Tuesday will be delivered.

No of gate passes issued this weak		From No.	-	To No.	-
Delivery van site visit on :	3.01.23,5.0123,7.01.23				
Inward report (MRN/other) &stock report emailed in pdf format to purchase		Yes			

Item not ordered but received : Nill

Detail of steel & cement stock

SI 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	0.395	4.74	200	948	
2.	10mm	0.617	7.41	300	2223	
3.	12mm	0.888	10.6	400	4240	
4.	16mm	1.580	18.9	Nill	nill	
5.	20mm	2.469	29.6	nill	nill	
6.	25mm	3.86	46.32	50	2316	
7.	32mm	66.67		nill		
8.	Binding wire					

OPC stock	300	OPC last weeks stock	400	PPC/PSC stock	400	PPC/PSC last weeks stock	500

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	7/02/23	7/02/23	

1Notes: 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 ompleting 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!