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

Company:	Modi properties private limited	Date:	16.01.2023
Site:	May flower platinum	Prepared by:	N. Divya
Report From / To	7.01.2023 Saturday to 15.1.2023 Sunday	Approved by:	
Report Date	16.1.2023 Monday		

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#
178897	27-12-2022	1	Flat files	Po to be issue
178901	29-12-2022	1	AMC	Po to be issue
178905	4-01-2023	1-2	Sign board exit and entry	Po to be issue
178913	10-01-2023	1-2	HOB-hindwaare -Chimney	Po to be 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
178744	05.09.2022	1	Smile play	Pick up from Suppler
178858	3-12-2022	1-2	Hindware clara neo	Part material delivered, remaining Pick up from Suppler
178860	05-1-2022	1	Movement sensor (AC220V-Cable)	Pick up from Suppler
178861	05-12-2022	1	Lift no 4-38-21-018 service life	Next week Delivery
178863	09-12-2022	1	Tan brown Granite	Pick up from SSLLP
178876	16-12-2022	1	UPVC Sliding door	Pick up from Suppler
178879	17-12-2022	1-5	MS-Grills	Part material delivered, remaining Pick up from SSLLP
178884	19-12-2022	1	Decathlon Domyos	Pick up from Suppler
178892	24-12-2022	1	Rubber corner L	Pick up from Suppler
178895	27-12-2022	1-7	MS-Grills	Part material delivered, remaining Pick up from SSLLP
178898	28-12-2022	1-10	Wall mixture	Part material delivered, remaining Pick up from SSLLP
178906	07-01-2023	1-10	Yellow wires	Pick up from Suppler
178910	07-01-2023	1-10	Wall mixture	Pick up from Suppler

No. of gate passes issued this week:	00	Sheet No.		to	
Delivery van site visit on:	09-01-2023 ,11-07-2023,13-01-2023				
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	20
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		16.1.2023		16.1.2023		16.1.2023	

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 – D5O NOT CALL PURCHASE!