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

Company:	Modi Realty Mallapur LLP	Date:	04-02-23
Site:	Gulmohar Residency	Prepared by:	A Janaki
Report From / To	28-01-23	Approved by:	
Report Date	04-02-23		

List of requisitions numbers missing in the report*: Req no:

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
208860	01-02-23	10	CP shower head	Po issue for part material
208841	30-01-23	1	GI threaded rod with nut	Po to be issue.
208828	27-01-23	5	Granite adhesive	Po issue for part material
208803	24-01-23	2	Meter sprinkler	Po issue for part material

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
208309	18-11-22	1,2	Fire rated doors (single&double leaf)	Procurmet to be follow up
208310	18-11-22	1,2	Fire rated doors (single&double leaf)	Procurmet to be follow up
208311	19-11-22	1,2	Fire rated doors (single&double leaf)	Procurmet to be follow up
208312	19-11-22	1,2	Fire rated doors (single&double leaf)	Procurmet to be follow up
208701	07-01-23	1	Cpvc stepover bend	No stock with supplier
208798	23-01-23	1 to 7	Panel doors & hardware	Part material deliveed no stock at SSLLP
208799	23-01-23	1 to 7	Panel doors & hardware	Part material deliveed no stock at SSLLP
208800	23-01-23	1 to 7	Panel doors & hardware	Part material deliveed no stock at SSLLP
208804	24-01-23	1	Traffic cone	No stock at supplier Delivery after one week
208817	25-01-23	1 to 10	Electrical wires	Monday will be delivered
208820	25-01-23	1 to 10	Electrical wires	Monday will be delivered
208828	27-01-23	1, 6	luppam patti	Local purcase by raghu
208833	30-01-23	1 to 7	Panel doors & hardware	No stock at SSLLP
208837	28-01-23	1 to3	Ms grills	No stock at SSLLP
208843	30-01-23	1 to 4	CPVC FABT,cpvc pipe	Wedness day will be delivered
208844	31-01-23	1 to 10	Electrical wires	No stock at SSLLP
208846	31-01-23	1 to 10	Electrical wires	No stock at SSLLP
208847	31-01-23	3,4	PVC single socket pipe	Stock today only recevied Monday will be delivered

208848	31-01-23	1 to 8	Electrical wires	No stock at SSLLP
208851	31-01-23	1 to 10	Electrical wires	No stock at SSLLP
208852	31-01-23	1 to 10	Electrical modular plates,Switches	Tuesday will be delivered
208853	31-01-23	1 to 10	Electrical MCB,isolator,round covers	Tuesday will be delivered

No of gate passes issued this weak	From No.	9769	To No.	9769
Delivery van site visit on :	31.01.23,02.02.23,04.02.23			
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	20	94.8	
2.	10mm	0.617	7.41	140	1037	
3.	12mm	0.888	10.6	-	-	
4.	16mm	1.580	18.9	20	378	
5.	20mm	2.469	29.6	4	118	
6.	25mm	3.86	46.32	50	2316	
7.	32mm	66.67		-	Nill	
8.	Binding wire		25(kgs)		25(kgs)	

OPC stock	380	OPC last weeks stock	250	PPC/PSC stock	250	PPC/PSC last weeks stock	150

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		A. Janaki	
Date		4/2/23	

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 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!