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

Company:	Modi Realty Mallapur LLP	Date:	08.05.2021
Site:	Gulmohar Residency	Prepared by:	A.Sravani
Report From / To	09.05.21 to 15.05.21	Approved by:	
Report Date	15.05.2021 Saturday		

List of requisitions numbers missing in the report*: 68991

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#
68961	28.04.21	1	Clamshell cards	Online purchase
68977	04.05.21	1	Flexi boards	Req sent MD's approval
68980	04.05.21	1	Ball valve & MTA	Req sent MD's approval
68990	10.05.21	1	Electrical bike	Req sent MD's approval
68993	11.05.21	1	Pump starters	Req sent MD's approval
68997	12.05.21	1	Fasteners	Req sent MD's approval

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	Reason for not preparing PO/WO#
68782	23.02.21	2, 3, 5 & 6	Panel Doors	PO No. 75160 No Stock at SSLLP.
68809	11.03.21	1	RCC Jalli	PO No 75499, Local purchase to be done.
		2	MS Hinges	PO No 75500, It will be delivery on Wednesday.
		3	Hardware material	P No 75498, by Monday it will be delivery
68827	09.03.21	1	Urban wood natural	PO No 75686 - Ready with supplier
68841	16.03.21	11	Malaysian Brown HL Tiles	PO No 75684 - No stock at SSLLP.
68906	10.04.21	1 to 3	WPC panel doors	PO NO 76272 -NO stock at SSLLP
68907	10.04.21	3	SS Hinges	PO NO 76272 - Wednesday will delivery.
68924	16.04.21	1	Ispira Regal Beige	PO No 76470, Partly receiving .
68925	09.04.21	1 to 6	Tan Brown Granite	PO No 76540, Supplier arranging material .
68939	20.04.21	1	Urban wood natural	PO No 76653, Partly receiving
68940	20.04.21	2	Tan Brown Granite	PO No 76662, Supplier arranging material .
68943	20.04.21	1,2,3 & 12	Bathroom Tiles	PO no 76666, Partially received, balance not stock at SSLLP.

68968	28.04.21	1 to 4	MS Z Angles	PO NO -76908 Supplier arranging material .
68969	28.04.21	1 to 4	MS Z Angles	PO NO -76907 Supplier arranging material .
68970	28.04.21	1 to 7	WPC panel doors	PO NO - 76965 Wednesday will delivery.
68971	28.04.21	8	DB Board (3 phase)	PO no 76848, by Wednesday it will be delivery
68973	28.04.21	1	Creama marfil tiles	PO no 76850, Wednesday will delivery.
68979	04.05.21	1	Paints lappam	PO NO - 76936 Thursday will be delivered
68987	08.05.21	1	False ceiling sheet	PO No - 77088. Supplier arranging material .
98988	08.05.21	1	False ceiling sheet	PO No - 77087. Supplier arranging material .
68989	08.05.21	1	Steel	PO No - 77124. Wednesday will delivery .
68992	10.05.21	1	Luppam	PO NO - 77106 .Thursday will be delivered
68994	10.05.21	1	Safety shoe	PO No - 77105. Next week delivery.

No of gate passes issued this weak	01	From No	2734	T0 No.	2734

Delivery van site visit on :	09.05.21(Sunday)11.05.21 (Tuesday) , 13.05.21 (Thursday) & 15.05.21(Saturday).
Inward report (MRN/other) &stock report emailed in pdf format to purchase	Yes

Item not ordered but received :

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			nill	nill	nill	
2.	10mm			nill	nill	nill	
3.	12mm			nill	nill	nill	
4.	16mm			nill	nill	nill	
5.	20mm			nill	nill	nill	
6.	25mm			nill	nill	nill	
7.	32mm			nill	nill	nill	
8.	Binding wire			nill	nill	nill	
OPC stock	nil	OPC last weeks	nil	PPC/PSC stock	200 bags	PPC/PSC last weeks	nil

		stock				stock	
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 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!