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

Company:	Modi realty Mallapur LLP	Date:	23.01.2021
Site:	Gulmohar residency	Prepared by:	M.Likhitha
Report From / To	17.01.2021 to 23.01.2021 (Sunday to saturday)	Approved by:	Ram Prasad
Report Date	23.01.2021		

List of requisitions numbers missing in the report*: 68692

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

Req No.	Req Date	S.no	Item Description	Reason for not preparing PO/WO#
68687	05.01.2021	7	Scissors	
68688	05.01.2021	6	Line dori	

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$
68649	16.12.2020	1	Bathroom tiles	PO NO - 73015 . delivary van delay
68651	15.12.2020	2	PVC junction Box	PO NO - 73019 . Partly received no stock at ssllp
68656	16.12.2020	2	Country almond	PO NO - 73013 . delivary van delay
68668	26.12.2020	2	TYPE -7 wall hanging lights	PO.NO- 73326 no stock at SSLLP5
68675	26.12.2020	1	Country russo	Po.No. 73418-delivary van delay
68679	30.12.2020	1	Tan brown granite	Po.No. 73559-delivary van delay
68680	30.12.2020	1	Chimney	Po.No. 73488-supplier arranging for material
68684	04.01.2021	1	Luppum	PO.NO- 73507 no stock at SSLLP
68690	05.01.2021	1	Templates	Po.No. 73540- partly received
68691	05.01.2021	1	WPC door frames	Po.No. 73621- supplier arranging for material
68702	19.01.2021	1	Pvc clamp	Po.No. 74009- supplier arranging for material
68703	15.01.2021	1	MS L angle	Po.No. 73855- supplier arranging for material

No. of gate passes issued this week:	08	From No.	2702	To	2709
Delivery van site visit on:	19.01.2021(Tuesday),21.01.2021 (thursday),23.01.2021 (saturday)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl. No. during the week	From No.	1604	To No.	1618	
Items not ordered but received: nil					

Items sent to HO /vendor that are pending for repair: 02 motors (Dewatering pumps)			
Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Rpndr	Likhit	
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 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!