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

Company:	Kadakia & Modi Housing	Date:	02-03-2019
Site:	Bloomdale	Prepared by:	R.Sanjay Kumar
Report From / To	01.04.18 to 02-03-2019	Approved by:	Balamurali Krishna
Report Date	03.02.19		

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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
21172	23.01.19	1	Digital camera	

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
21145	31.12.19	1 to 9	Z Angle Templates	Material is not available at SSLLP
21155	11.01.19	16 23 24 35	CPVC Reducer 1 1/4" x 3/4" CPVC Plug 1/2" CPVC MABT 3/4"x1/2" CPVC Reducer 1"x 3/4"	10 Nos Balance 40 Nos Balance 50 Nos Balance 20 Nos Balance Supplier is arranging for mterial
21157	11.01.19	1 to 3	Bathroom tiles	Supplier is arranging for material
21186	05.02.19	1 & 2	RCC Man hole cover	Ready with supplier
21200	12.02.12	06 to 11 & 16 to 19	CP Fittings	Supplier is arranging for material
21203	12.02.19	1 to 7	Sanitary items	Material not available at SSLLP
21208	15.02.19	1	Lawn mover	Supplier is arranging for material
21209	15.02.19	1	Single phase starter	Ready with supplier

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:	02-03-2019 11.30 Hrs				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				

Items not ordered but received: Nil

Other corrections & remarks: Nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[signature]	[signature]	
Date	2/3/2019	2/3/19	

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!