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

Company:	Modi realty Mallapur LLP	Date:	10.08.19
Site:	Gulmohar residency	Prepared by:	N.Narender Reddy
Report From / To	03.06.19 to 10.08.19	Approved by:	K.Shirish kumar
Report Date	03.08.19		

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		Item Description	Reason for not preparing PO/WO[#]
68031	24.07.19	1 to 8	Steel Plates	Pending from purchase team
68045	31.07.19	1	Earth compact machine	Hold by MD
68047	31.07.19	1	Richo cartridge	Pending from purchase team
68049	31.07.19	1	High mast pole	Pending from purchase team

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[$]
68005	03.06.19	1	MS Tree Guard	Ready with supplier
68014	09.07.19	1	Interlocking bricks	Partly received
68015	09.07.19	4	Gazette Plate	Once payment received supplier will be delivery
		6	4"x4" Dummy	Once payment received supplier will be delivery
68021	16.7.19	1	Inter locking bricks	PO No 60441
68022	16.07.19	1	Cement	Ready with supplier
68024	16.07.19	1	Hume pipes NP3	Partly received
68026	19.07.19	1	Solid blocks	Partly received
68032	24.07.19	1 to 10	Cleaning Material	Ready with supplier
68033	24.07.19	1	Subabul plants	Under work progress
68046	31.07.19	1 to 3	MS round pipe	Ready with supplier
68048	31.07.19	1	GI Sheet	Ready with supplier
68054	07.08.19	2	4" solid blocks	Supp ling on time

No. of gate passes issued this week:	02	From No.	8001	To No.	8002
Delivery van site visit on:	09.08.19				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
DC register Sl. No. during the week	From No.	72	To No.	147	
Items not ordered but received:					

Items sent to HO /vendor that are pending for repair:Nil			
Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	10/8/19		13/9/19.

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!