

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

Company:	Modi realty Mallapur LLP	Date:	31.08.19	
Site:	Gulmohar residency	Prepared by:	N.Narender Reddy	
Report From / To	03.06.19 to 31.08.19	Approved by:	K.Shirish kumar	
Report Date	31.08.19			
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#
68074	21.08.19	1 to 4	Plywood 18 mm	Pending from purchase team
68077	21.08.19	1	Alcohol breath analyser	Pending from purchase team
68078	21.08.19	1	Cement	Pending from purchase team
68080	26.08.19	1 to 9	Panel doors	Pending from purchase team
68082	28.08.19	1 to 9	Submersible pump	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 ^s
68014	09.07.19	1	Interlocking bricks	Partly received
68021	16.7.19	1	Inter locking bricks	Partly received
68024	16.07.19	1	Hume pipes NP3	Partly received
68026	19.07.19	1	Solid blocks6"	250 Nos pending
			Solid blocks4"	150 Nos Pending
68031	24.07.19	1 to 8	Steel Plates	L/P Raghu follow up
68033	24.07.19	1	Subabul plants	Under work progress
68048	31.07.19	1	GI Sheet	Ready with supplier
68054	07.08.19	2	4" solid blocks	Supp ling on time
68068	19.08.19	1 to 5	UPVC Pipe	today will delivery
68069	19.08.19	1,2	Helmet stickers	Tues day will delivery
68070	19.08.19	1	Sub meter	today will delivery
68071	21.08.19	1	GOVA rope	PO No-60957
68072	21.08.19	3 to 5	Gezette Plate	Tuesday will delivery
68075	21.08.19	1 to 3	PVC Gampa	Monday willll delivery
68078	21.08.19	1	Cement	25 bags pending
68083	28.08.19	1 to 9	Stationary material	Today will delivery
No. of gate passes issued this week:			Nil	From No. Nil To No. Nil
Delivery van site visit on:			28.08.19	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No
DC register Sl. No. during the week	From No.	194	To No.	214
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	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Date	14/9/19		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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!