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

Company:	Modi realty Mallapur LLP		Date:	07.09.19	
Site:	Gulmohar residency		Prepared by:	N.Narender Reddy	
Report From / To	03.06.19 to 07.09.19		Approved by:	Ram Prasad	
Report Date	07.09.19				
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#	
68091	30.08.19	1to2	Powder coated grills	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$	
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	
68033	24.07.19	1	Subabul plants	Under work progress	
68069	19.08.19	1,2	Helmet stickers	Online Purchase	
68077	21.08.19	1	Alcohol breath analyser	Online Purchase	
68082	28.08.19	1;9	Submersible pump	Mon day will delivery	
68087	29.08.19	1;10	CPVC&PVC items	Mon day will delivery	
No. of gate passes issued this week:			01	From No. 8004	To No. 8004
Delivery van site visit on:			06.09.19		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No	
DC register Sl. No. during the week		From No.	215	To No.	237
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		14/9/19		13/9/19	

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!