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

Company:	Modi realty Mallapur LLP	Date:	14.09.19
Site:	Gulmohar residency	Prepared by:	N.Narender Reddy
Report From / To	03.06.19 to 14.09.19	Approved by:	Ramprasad
Report Date	14.09.19		

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#
68100	09.09.19	1 to 5	Office funiture	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	PO No 60441
68024	16.07.19	1	Hume pipes NP3	Partly received
68026	19.07.19	2	Solid blocks4"	150 Nos Pending
68033	24.07.19	1	Subabul plants	Under work progress
68054	07.08.19	2	4" solid blocks	Supp ling on time
68069	19.08.19	1,2	Helmet sickers for employee	Online purchase prasad follow up
68072	21.08.19	4	Anchor bolt pin type	PO 61086
68077	21.08.19	1	Alcohol breath analyser	Online purchase
68082	28.08.19	1 to 9	Submersible pump set	Ready with supplier
68087	29.08.19	1 to 10	CPVC fittings	Today will delivery
68090	29.08.19	2	Male Helmets	20 pending
68095	03.09.19	1	Bleaching powder	Today will delivery
68096	04.09.19	1 to 12	CPVC material	Monday will delivery
68097	06.09.19	1	Cement	Today will delivery

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:	14.09.19				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
DC register Sl. No. during the week	From No.	238	To No.	249	
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	Rupendra	Nandini	Vineet
Date	14/9/19		18/9/19

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!