

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

Company:	Modi realty Mallapur LLP	Date:	21.09.19	
Site:	Gulmohar residency	Prepared by:	N.Narender Reddy	
Report From / To	09.07.19 to 21.09.19	Approved by:	Ramprasad	
Report Date	21.09.19			
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#
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
68005	03.06.19	1	MS tree guards	Ready 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
68033	24.07.19	1	Subabul plants	Under work progress
68054	07.08.19	2	4" solid blocks	Supp ling on time
68077	21.08.19	1	Alcohol breath analyser	Online purchase
68090	29.08.19	2	Male Helmets	20 pending
68095	03.09.19	1	Bleaching powder	No stock at SSLLP
68096	04.09.19	2	FTA brass 1 1/4"	No stock at SSLLP
		10	Brass MTA	No stock at SSLLP
		12	union	No stock at SSLLP
68097	06.09.19	1	Cement	Receiving on time
68100	09.09.19	1 to 5	Furniture material	Work eill started after flooring
68101	09.09.19	1	Cement blocks 16"x8"x4"	PO - 61442
68102	11.09.19	1 to 9	Stationary items	No stock at SSLLP
68103	11.09.19	1 to 10	Stationary items	No stock at SSLLP
68104	11.09.19	1,2	CC rings	Raghu follow
68105	13.09.19	1 to 3	sponges	Today delivery
68106	17.09.19	1	LED flood lights	Monday will delivery
No. of gate passes issued this week:	03	From No.	8006	To No. 8008
Delivery van site visit on:	19.09.19			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No			

DC register Sl. No. during the week	From No.	250	To No.	276
Items not ordered but received:				
Items sent to HO /vendor that are pending for repair: Open well kirlosker pump sent to Sathish electricals dtd 19.09.19				
Other corrections & remarks:				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
Date	05/10/19		15/11/19.	

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!