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

Company:	Modi realty Mallapur LLP	Date:	14.12.19
Site:	Gulmohar residency	Prepared by:	N.Narender Reddy
Report From / To	03.06.19 to 14.12.19	Approved by:	Ramprasad
Report Date	14.12.19		

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	S.no	Item Description	Reason for not preparing PO/WO#
68184	11.12.19	1	PVC pipes	PO to be issued
68185	11.12.19	1 to 6	Cleaning material	Pending from purchase team
68186	11.12.19	1 to 8	Stationary material	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 guards	Partly received
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
68054	07.08.19	2	4" solid blocks	Suppyling on time
68101	09.09.19	1	Cement blocks 16"x8"x4"	Supplying on requirement
68152	26.10.19	1	Cement blocks 16"x8"x6"	Partly received
68183	11.12.19	1	Ballies	PO no - 63959

No. of gate passes issued this week:	1	From No.	8021	To No.	8021
Delivery van site visit on:	13.12.19				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
DC register Sl. No. during the week	From No.	512	To No.	521	

Items not ordered but received:

Items sent to HO /vendor that are pending for repair.

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Rajendra		
Date	14/19/19		16/1/20

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!