

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

Company:	Modi realty Mallapur LLP	Date:	04.01.2020			
Site:	Gulmohar residency	Prepared by:	N.Narender Reddy			
Report From / To	03.06.19 to 03.01.2020	Approved by:	Ramprasad			
Report Date	04.01.2020					
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#		
68195	31.12.19	1-9	Open well 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\$		
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	Supplying 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		
68182	11.12.19	1	Brown tape	PO no -63960		
68186	11.12.19	3	Red pen	PO no -64068		
68189	17.12.19	1	Hollow blocks	Partly received		
68192	21.12.19	1	cement	Partly received		
68193	23.12.19	1-2	MS L angle	PO no-68193		
68194	31.12.19	1	ballies	PO no -64506		
68196	02.01.2020	1-4	HDPE pipe	PO-no-64528		
68197	02.01.2020	1	MS L angle	PO-no-64521		
68198	02.01.2020	1	Coffee powder	PO no-64527		
No. of gate passes issued this week:		nil	From No.	nil	To No.	nil
Delivery van site visit on:		03.01.2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes / No	
DC register Sl. No. during the week		From No.	546	To No.	550	
Items not ordered but received:						
Items sent to HO /vendor that are pending for repair.						
Other corrections & remarks:						
Details	Project Manager		Admin		Admin Audit	

Sign	<i>[Signature]</i>	Officer/Manager	<i>[Signature]</i>
Date	04/01/2020		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 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!