

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

Company:	Modi realty Mallapur LLP	Date:	08.02.2020		
Site:	Gulmohar residency	Prepared by:	N.Narender Reddy		
Report From / To	03.06.19 to 01.02.2020	Approved by:	Ramprasad		
Report Date	08.02.2020				
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 [#]	
04.02.20	68224	1 to 5	L angles	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	
68195	31.12.20	5,6&7	Copuler	PO No - 65500	
68206	20.01.20	2	GI hose nipple	PO no - 65029	
68208	23.01.20	2,3	Gampa	PO no - 65038	
68212	28.01.20	1	Hallow blocks 16"x8"x4"	Partly received	
68215	30.01.20	1	Laptop	Suneel sir to be followed	
68216	30.01.20	4,5	Syntax box	Ready with supplier.	
68222	03.02.20	1	20 KVA Generator	Ready with supplier payment to be made.	
68225	05.02.20	1	GI Tower	PO No - 65530	
No. of gate passes issued this week:	1	From No.	8029	To No.	8029
Delivery van site visit on:	07/02/2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	589	To No.	624	
Items not ordered but received: nil					
Items sent to HO /vendor that are pending for repair: nil					

Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	<i>R. Pradeep</i>		
Date	03/2/20		

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!