

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

Company:	Modi realty Mallapur LLP	Date:	29.02.2020			
Site:	Gulmohar residency	Prepared by:	A.Sravani			
Report From / To	03.06.19 to 29.02.2020	Approved by:	Ramprasad			
Report Date	29.02.2020					
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#		
68234	12.02.2020	4,5	Flat file & L folders	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	As per site requirement we receiving (pending -240).		
68101	09.09.19	1	Cement blocks 4"x8"x18"	As per site requirement we receiving (pending -262)		
68152	26.10.19	1	Cement blocks 16"x8"x6"	As per site requirement we receiving (pending -1100)		
68222	03.02.20	1	20 KVA Generator	Ready with supplier payment to be made.		
68224	04.02.20	4	Ventilators	Raghu Follow up .(10 pending) Monday will be Deliver		
68235	15.02.20	1	Hallow Blocks	As per site requirement we receiving (pending -2000)		
68237	19.02.20	1	PVC chairs	PO no - 66001 .		
68238	20.02.20	2	PVC Junction box	PO no - 66026 . Monday will be deliver		
68240	20.02.20	1,10,11	Yellow wire 1/18 & service wire	PO no - 66029 . No stock at SSLLP		
68241	20.02.20	1,6,9,10	Tube lights, fischers & Isolater	PO no - 66028 . No Stock at SSLLP		
No. of gate passes issued this week:		1	From No.	8032	To No.	8032
Delivery van site visit on:		Somanna visited to GMR site - 25.02.20 , 29.02.20. Somanna Visited to MPL site on 24.02.20 , 26.02.20 , 28.02.20. 1 day leave (i.e 27.02.20)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	

DC register Sl. No. during the week	From No.	655	To No.	661
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. K. R.</i>	<i>S. K. A.</i>		
Date		30/2/20		

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!