

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

Company:	Modi realty Mallapur LLP	Date:	07.03.2020			
Site:	Gulmohar residency	Prepared by:	A.Sravani			
Report From / To	01.03.2020 to 07.03.2020	Approved by:	Ramprasad			
Report Date	07.03.2020					
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#		
68247	04.03.20	1,2,4 to 10	Generator fixing 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	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)		
68235	15.02.20	1	Hallow Blocks	As per site requirement we receiving (pending -1500)		
68237	19.02.20	1	PVC chairs	PO no - 66001 .		
68240	20.02.20	1	Yellow wire 1/18	PO no - 66029 . 6 pieces pending . No stock at SSLLP		
68245	02.03.20	1	CC Camera	Online purchase.		
68247	04.03.20	3	Armored cable	PO no - 66426 .		
No. of gate passes issued this week:		nil	From No.	nil	To No.	nil
Delivery van site visit on:		Somanna visited to GMR site - 03.03.20 , 07.03.20. Somanna Visited to MPL site on 02.03.20 , 04.03.20 . 2 days leave (i.e 05.03.20 & 06.03.20)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
DC register Sl. No. during the week		From No.	656	To No.	675	
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		Sravani A	
Date		09/3/2020	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumarn@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!

