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

Company:	Modi realty Mallapur LLP	Date:	21.03.2020
Site:	Gulmohar residency	Prepared by:	A.Sravani
Report From / To	15.03.2020 to 21.03.2020	Approved by:	Ramprasad
Report Date	21.03.2020		

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#

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).
68152	26.10.19	1	Cement blocks 16"x8"x6"	As per site requirement we receiving (pending -1100)
68234	19.02.20	4	Flat Files	Next week will be delivery
68237	19.02.20	1	PVC chairs	Next week delivery
68261	16.03.20	1	Hollow Blocks 4"X8"16"	As per site requirement we receiving (pending -1200)
68262	17.03.20	1,2,3,4,6,9	Cable tags(9,6) Isolator(1)	PO No-66812 (Raghu sir to Pickup the material) PO No-66813 (No stock at SSLLP) PO no-66810 &66811 .Monday will delivery.
68263	17.03.20	2,3	PVC Tee	PO No-66833 (No stock at SSLLP)
68264	19.03.20	1 to 3	Ink bottles	PO No-66846 (No stock at SSLLP)
68265	19.03.20	1	GP2 Cement	PO No-66856 . Moday will delivery .

No. of gate passes issued this week:	nil	From No.	nil	To No.	nil
Delivery van site visit on:	Somanna visited to GMR site - 17.03.20 , 19.03.20 , 21.03.2020.				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the	From No.	695	To No.	706	

week				
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	Rajendra R.	Saravanan	
Date	21/03/2020	21/3/2020	

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