

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

Company:	ModiProperties pvt.ltd	Date:	20.06.2020	
Site:	Mayflower Platinum	Prepared by:	K.sravani	
Report From / To	13.06.2020 to 20.06.2020	Approved by:	S.V.Subba Reddy	
Report Date	20.06.2020			
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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
11636	06-05-2020	7	Curtain rods	Catalog to show to MD
11700	27-05-2020	1	Kitchen units ,wall units	Delivered by Tuesday
11701	27-05-2020	5	Wall units ,kitchen units	Delivered by Thursday
11655	12-05-2020	1	Executive bags	Online purchase
11707	02-06-2020	1	SBD ABS soap dispenser	Online purchase
11694	27-05-2020	2	Camera battry, memory card	Online purchase
11731	15-06-2020	01	MS gate	PO to be issue
11736	17-06-2020	01	Steel	Po to be issue
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 ^s
11671	18-05-2020	1	Clamshell cards	Delivered by Monday
11677	20-05-200	4	pvc pipe	Partially delivered
11685	22-05-2020	1	Glass partition	Delivered by Tuesday
11692	26-05-2020	1	Templates	Delivered By Monday
11718	05-06-2020	02	Safety nets	Delivered by Monday
11727	12-06-2020	01	Gulmohar trees	Delivered by Tuesday
11733	15-06-2020	01	MS Grills	Delivered by Monday

11734	15-06-2020	01	Automatic change over	Delivered by Monday		
Gate pass issued in this week						
				From no	1823	to 1826
Delivery van site visit on:			15 th , 17 th , 19 th			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes / No	
DC register Sl. No. during the week		From No.	1822	To No.	1841	
Items not ordered but received: Nil						
Items sent to HO /vendor that are pending for repair: Nil						
Other corrections & remarks: Nil						
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign		SV.Subba Reddy		K.sravani		
Date		20.06.2020		20.06.2020		

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