

[illegible]

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

Company:	Modi realty Mallapur LLP	Date:	23.05.2020
Site:	Gulmohar residency	Prepared by:	A.Sravani
Report From / To	24.05.2020 to 30.05.2020	Approved by:	Ram Prasad
Report Date	30.05.2020		
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
68285	16.05.2020	3	Syntax Box
			Reason for not preparing PO/WO# PO pending from purchase team <i>62278.</i>
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
68152	26.10.19	1	Cement blocks 16"x8"x6"
68234	19.02.20	4	Flat Files
68274	11.05.2020	3	Dettol
68275	11.05.2020	3	Cleaning Brush
68281	13.05.2020	1-3	Door frames
68284	13.05.2020	1-2	Tube lights
68288	16.05.2020	1	MS Pipes
68289	16.05.2020	1,2,3,4,6,7, 11 & 12	PVC pipe , Junction box, etc.
68296	23.05.2020	1	Indian WC
			Details of discussion with supplier\$ As per site requirement we receiving (pending -1100) Next week will be delivery P.O No-67121 . Next week delivery. <i>9376- 11/5/20</i> P.O No-67120 (no stock at sslp) PO No - 67217 .next week delivery <i>Advised - Delivered</i> PO No - 67226 . next week delivery Hold by Ram prasad Eng - <i>Cancelled.</i> PO no - 67228 . No stock at SSLLP . <i>9513- 11/6/20</i> PO no - 67491 . Next Week delivery . <i>Drupel Sanitary.</i>
No. of gate passes issued this week:		Nil	From No. nil To No. nil
Delivery van site visit on:		26.05.20(Tuesday),28.05.2020(Thursday), 30.05.20(Saturday).	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	726	To No. 740
Items not ordered but received: nil			
Items sent to HO /vendor that are pending for repair: nil ✓			
Other corrections & remarks:			
Details	Project Manager	Admin	Admin Audit

		Officer/Manager	
Sign			
Date			

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!