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

Company:	ModiProperties pvt.ltd	Date:	27.06.2020
Site:	Mayflower Platinum	Prepared by:	K.sravani
Report From / To	20.06.2020 to 27.06.2020	Approved by:	S.V.Subba Reddy
Report Date	27.06.2020		

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
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$
11700	27-05-2020	0 4	Kitchen units ,wall units	Delivered by Tuesday
11701	27-05-2020	05	Wall units ,kitchen units	Delivered by Thursday
11685	22-05-2020	01	Glass partition	Delivered by Tuesday
11692	26-05-2020	01	Templates	Delivered By Monday
11733	15-06-2020	01	MS Grills	Delivered by Monday
11743	19-06-2020	01	Rain coats	Delivered by Monday
11744	19-06-2020	02	Jaw crusses	NO stock at supplier,supplier asking 10-15days to supplie the material
11749	22-06-2020	31	PVC pipes	Delivered by Monday

Gate pass issued in this week		From no	1827	to	1831
Delivery van site visit on:	$22^{nd}, 24^{th}, 26^{th}$				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No	
DC register Sl. No. during the week	From No.	1842	To No.	1862	

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

Sravani
27/06/2020

27/6/2020

Sign	**SV Subba Reddy**	**K sravani**	
Date	27.06.2020	27.06.2020	

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