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

Company:	Modi realty Mallapur LLP	Date:	27.06.2020
Site:	Gulmohar residency	Prepared by:	M.Likhitha
Report From / To	21.06.2020 to 27.06.2020	Approved by:	Ram Prasad
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	S.no	Item Description	Reason for not preparing PO/WO#
68322	24.06.2020	4&5	Door top/bottoms	Pending from purchase team .
68323	24.06.2020	1-11	CPVC	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$
68152	26.10.19	1	Cement blocks 16"x8"x6"	As per site requirement we receiving (pending -1100)
68298	30.05.2020	8	Binding wire	PO no - 68123 . Next week will delivery.
68302	03.06.2020	1	Flat files	Next week will delivery . (Follow up with Rohith sir)
68306	06.06.2020	1	MS L angles	PO no - 67905 . Today will delivery .
68311	15.06.2020	1,2,3 & 8	Cleaning material	PO no - 68036 . Next week will delivery.
68313	16.06.20	6	Dummy 1"	PO no - 68063 .
68316	19.06.20	1	Ventilators	PO no-68183 . raghu sir to follow up next week delivery.
68318	20.06.2020	1	Hollow bricks	As per site requirement we receiving(pending 1300)
68320	22.06.2020	16	Double socket	PO no-68211 next week delivery
68321	24.06.2020	1-2	MS Sheet	PO no-68287,68291 next week delivery.
68324	25.06.2020	1	Plastic drum	PO no-68324 next week delivery

No. of gate passes issued this week:	01	From No.	1756	To No.	1757
Delivery van site visit on:	22.06.20(monday),23.06.20(tuesday), 25.06.20(thursday), 26.06.20(friday)				
Inward report (MRN/other) & stock report emailed in pdf format to	Yes				

purchase?				
DC register Sl. No. during the week	From No.	764	To No.	7778
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			
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 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!