

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

Company:		ModiProperties pvt.ltd		Date:	04.07.2020
Site:		Mayflower Platinum		Prepared by:	K.sravani
Report From / To		28.06.2020 to 04.07.2020		Approved by:	S.V.Subba Reddy
Report Date		4.07.2020			
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	07	Curtain rods	Catalog to show to MD	
11752	24-06-2020	03	False ceiling designer	Po to be issue	
11753	24-06-2020	03	False ceiling designer	Po to be issues	
11759	26-06-2020	01	Flush Doors	Po to be issues	
11761	27-06-2020	02	French window s	Po to be issues	
11762	27-06-2020	02	SS Railing s	Po to be issues117	
11767	29-06-2020	01	Cement Register	Po to be issues	
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	
11700	27-05-2020	04	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	
11773	02-06-2020	01	Grills	Delivered by Monday	
11744	19-06-2020	02	Jaw crusses	NO stock at supplier,supplier asking 10-15days to supplie the material	
11746	20-06-2020	01	Ply wood sheet	Delivered by Monday	
11749	22-06-2020		Pvc material	Partially Delivered	

11754	24-06-2020	03	Water cloudy	Delivered by Tuesday		
11758	25-06-2020	01	L Angle MS door Frame	Delivered by Tuesday		
11760	26-06-2020	02	Aldrops, Tower bolts	Delivered by Tuesday		
11769	29-06-2020		Pvc material	Delivered by Tuesday		
Gate pass issued in this week			From no	1831	to	1840
Delivery van site visit on:						
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No		
DC register Sl. No. during the week	From No.	1864	To No.	1877		
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	04.07.2020	04.07.2020				

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!