

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

Company:	ModiProperties pvt.ltd		Date:	11.07.2020
Site:	Mayflower Platinum		Prepared by:	K.sravani
Report From / To	5.06.2020 to 11.07.2020		Approved by:	S.V.Subba Reddy
Report Date	11.07.2020			
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#
11761	27-06-2020	2	French windows	Hold by MD
11762	27-06-2020	2	SS Railing	Hold by MD
11785	06-07-2020	1	Thermometer	Online Purchase
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\$
11692	26-05-2020	01	Templates	No Stock At supplier
11773	02-06-2020	01	MS grills	Material in Transit
11744	19-06-2020	02	Jaw crusses	NO stock at supplier,supplier asking 10-15days to supplie the material
11757	25-06-2020	02	PVC solvent ,PVC Rigid	Material in Transit
11759	26-06-2020	1	Flush Doors	Partially Delivered
11760	26-06-2020	2	Towerbolt,,AI Aldrop	Material in Transit
11769	29-06-2020		PVC Pipes	Partially Delivered
11776	01-07-2020	04	Wpc panel doors	No stock Supplier
11777	01-07-2020	01	Sanitizers	Partially Delivered
11779	02-07-2020	01	Masks	Partially Delivered
11780	02-07-2020	01	Bleaching powder	Material in Transit
11786	06-07-2020	2	False ceiling	Work under pogress

11787	06-07-2020	2	False ceiling	Work under pogress			
11788	06-07-2020	2	False ceiling	Work under pogress			
11789	07-07-2020	3	Tan brown granite	Material in Transit			
11791	08-07-2020	1	RCC Manhole	Material in Transit			
Gate pass issued in this week			01	From no	1841	to	
Delivery van site visit on:			6 th 8 th 10 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?						Yes / No	
DC register Sl. No. during the week		From No.	1886	To No.	1903		
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	Subba reddy		Sravani				
Date	11.07.2020		11.07.2020				

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!