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

Company:	Modi realty Mallapur LLP	Date:	18.07.2020
Site:	Gulmohar residency	Prepared by:	A.Sravani
Report From / To	12.07.2020 to 18.07.2020 (Sunday to Saturday)	Approved by:	Ram Prasad
Report Date	18.07.2020		

List of requisitions numbers missing in the report*:Nil

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#
68328	25.06.2020	1	Military can	Delay by purchase assistant (Online Purchase)
68349	11.07.20	1 to 3	Safety net	Delay by purchase assistant
68350	15.07.20	1	Water proofing	Delay by purchase assistant
68351	15.07.20	1	D-link	Delay by purchase assistant
68352	15.07.20	2	Templets	Delay by purchase assistant

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)
68302	03.06.2020	1	Flat files	Supplier is not ready . (Follow up with Rohith sir)
68311	15.06.2020	1	Cleaning material	PO no - 68036 . 90% received from SSLLP .
68320	24.06.2020	13	PVC fittings	PO no - 68564 . 90% received.supplier arranging for material .
68338	29.06.2020	1 to 4	WPC Door frames	PO no - 68620 & 68621 . 50% received . supplier is arranging for material .
68339	30.06.2020	2	Masks	PO No - 68669 . 50% received .
68341	03.07.2020	1 & 3	Al Windows	PO No - 68341 . Ready with Supplier .

No. of gate passes issued this week:	nil	From No.	nil	To No.	nil
Delivery van site visit on:	14.07.20(Tuesday),16.07.20(Thursday), 18.07.20(Saturday) .				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				

DC register Sl. No. during the week	From No.	808		To No.	814

Items not ordered but received: nil

Items sent to HO /vendor that are pending for repair: Cutter type dewatering pump

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[signature]	[signature]	
Date	18/07/2020	18/7/20	

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!