

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

Company:		ModiProperties pvt.ltd		Date:	18.07.2020
Site:		Mayflower Platinum		Prepared by:	K.sravani
Report From / To		11.07.2020 to 18.07.2020		Approved by:	S.V.Subba Reddy
Report Date		18.07.2020			
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#	
11762	27-06-2020	2	SS Railing	Hold by MD	
11785	06-07-2020	1	Thermometer	Online Purchase	
11790	08-07-2020	2	Measuring boxs	Po to be issue	
11792	09-07-2020	1	Ply wood 6mm	Po to be issue	
11803	10-07-2020	1	Safety net	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\$	
11692	26-05-2020	01	Templates	No Stock At supplier	
11744	19-06-2020	02	Jaw crusses	NO stock at supplier,supplier asking 10-15days to supplie the material	
11769	29-06-2020	04	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	Maska	Partially Delivered	
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	
11794	09-07-2020	01	Hob & chimney	Material in Transit	

11795	09-07-2020	01	Black Granite	Material in Transit		
11800	10-07-2020	01	MCB s	Material in Transit		
11801	10-07-2020	03	Hold fast ,wood screws,MS Nails	Material in Transit		
11802	10-07-2020	01	Nylone rope	Supplier Arranging for Material		
11804	10-07-2020	06	Cpvc pipes	Supplier Arranging for Material		
11806	13-07-2020	04	Pvc pipes 1.2mm	Partially Delivered		
11807	13-07-2020	12	Electrical wires	Supplier Arranging for Material		
11810	14-07-2020	4	MS L angle brackets	Material in Transit		
Gate pass issued in this week			05	From no	1842	to 1846
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.	1890	To No.	1926	
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 .k		
Date		18.07.2020		18.07.2020		

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