

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

Company:	ModiProperties pvt.ltd	Date:	25.07.2020
Site:	Mayflower Platinum	Prepared by:	K.sravani
Report From / To	18.07.2020 to 25.07.2020	Approved by:	S.V.Subba Reddy
Report Date	25.07.2020		

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	3	Ply wood	Po to be issue
11814	15-07-2020	6	Araldite	Missed in data base

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
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 supply the material
11776	01-07-2020	04	Wpc panel doors	No stock Supplier
11777	01-07-2020	01	Sanitizers	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

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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			
11803	10-07-2020	01	Safety net	Material in Transit			
11804	10-07-2020	6	Cpvc pipes	Material in Transit			
11806	13-07-2020	04	Pvc pipes 1.2mm	Partially Delivered			
11808	14-07-2020	02	Cpvc conseal stop	Supplier Arranging for Material			
11812	15-07-2020	01	Glass partition	Material in Transit			
11816	16-07-2020	01	Ring binders	Partially Delivered			
11820	18-07-2020	06	Templatcs	Material in Transit			
11822	18-07-2020	04	Anchor blots	Supplier Arranging for Material			
11823	18-07-2020	2	Sq pipe	Supplier Arranging for Material			
11824	20-07-220	1	Tan brown	Supplier Arranging for Material			
11826	20-07-2020	1	Pens	Partially Delivered			
Gate pass issued in this week			05	From no	1846-1850	to	1101-1102
Delivery van site visit on:			20 th 22 nd 24 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?						Yes / No	
DC register Sl. No. during the week		From No.	1927	To No.	1942		
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	25-07.2020		25.07.2020				

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

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