

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

Company:	ModiProperties pvt.ltd	Date:	08.08.2020	
Site:	Mayflower Platinum	Prepared by:	K.sravani	
Report From / To	01.08.2020 to 08.08.2020	Approved by:	S.V.Subba Reddy	
Report Date	08.08.2020			
List of requisitions numbers missing in the report ¹ :				
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 ²
11762	27-06-2020	2	SS Railing	Hold by MD
11785	06-07-2020	01	Thermometer	Online Purchase
11830	22-07-2020	01	Agroue net	Po to is issue
11840	31-07-2020	01	RCC Manhole round cover	Miss in date base
11847	04-08-2020	01	Door frames with threshold	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 ³
11744	19-06-2020	02	Jaw crusses	NO stock at supplier,supplier asking 10-15days to supplie the material
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
11812	15-07-2020	01	Glass partition	Material in Transit
11820	18-07-2020	06	Templates	Partially Delivered
11822	18-07-2020	04	Anchor blots	Supplier Arranging for Material
11823	18-07-2020	2	Sq pipe	Supplier Arranging for Material

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11824	20-07-220	1	Tan brown	Supplier Arranging for Material		
11826	20-07-2020	1	Pens	Partially Delivered		
11833	27-07-2020	3	Colin ,Dettol ,phinyale	Partially Delivered		
11843	01-08-2020	01	Gunny bags	NO stock at supplier		
11844	01-08-2020	11	Pvc 1.2mm pipe	Supplier Arranging for Material		
11846	04-08-2020	2	Folding decolum ,power plug	Supplier Arranging for Material		
Gate pass issued in this week			02	From no	1107	to 1108
Delivery van site visit on:			3 rd , 6 th , 7 th			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes / No	
DC register Sl. No. during the week		From No.	1960	To No.	1975	
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		08-08.2020		08.08.2020		

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