

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

Company:	ModiProperties pvt.ltd		Date:	14.08.2020
Site:	Mayflower Platinum		Prepared by:	K.sravani
Report From / To	08.08.2020 to 14.08.2020		Approved by:	S.V.Subba Reddy
Report Date	14.08.2020			

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 [#]
11864	10-08-2020	01	InWall tank	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 ^s
11744	19-06-2020	02	Jaw crusses	NO stock at supplier, supplier asking 10-15days to supply the material
11785	06-07-2020	01	Thermometer	Delivered by Monday
11786	06-07-2020	2	False ceiling	Work under progress
11787	06-07-2020	2	False ceiling	Work under progress
11788	06-07-2020	2	False ceiling	Work under progress
11789	07-07-2020	3	Tan brown granite	Supplier Arranging for Material
11820	18-07-2020	06	Templates	Partially Delivered
11824	20-07-220	1	Tan brown	Supplier Arranging for Material
11840	31-07-2020	01	Rcc Manhole round cover	Delivered by Monday
11843	01-08-2020	01	Gunny bags	NO stock at supplier
11844	01-08-2020	11	Pvc 1.2mm pipe	Partially Delivered
11846	04-08-2020	2	Folding decolum , power plug	Delivered by Monday
11850	06-08-2020	01	Ms Round pipe 2.7mm	Supplier Arranging for Material

S. Sravani
14/8/20

Subba Reddy
14/8/20

11851	07-08-2020	30	PVC pipes	Supplier Arranging for Material		
11852	07-08-2020	01	GI nipple	Delivered by Monday		
11853	07-08-2020	04	Anchor bolts, Universal clamps	Delivered by Monday		
11858	08-08-2020	1	False ceiling Designer	Work under progress		
11861	10-08-2020	3	Hold fast, Nails, screw	Delivered By Monday		
11862	10-08-2020	1	Flush Doors	Supplier Arranging for Material		
11865	10-08-2020	01	Shabad stone	Supplier Arranging for Material		
Gate pass issued in this week			03	From no	1109	to 1111
Delivery van site visit on:			8 TH , 10 TH , 12 TH			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes / No	
DC register Sl. No. during the week		From No.	1976	To No.	2000	
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	14-08.2020		14.08.2020			

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, 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!