

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

Company:	Modi realty Mallapur LLP	Date:	12.09.2020	
Site:	Gulmohar residency	Prepared by:	M.Likhitha	
Report From / To	06.09.2020 to 12.09.2020 (Sunday to Saturday)	Approved by:	Ram Prasad	
Report Date	12.09.2020			
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	Online Purchase
68381	28.08.2020	1 & 2	D-link & UPS	Online Purchase
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\$
68363	31.07.2020	1	Hollow bricks	PO NO – 69346.(pending -500)
68376	25.08.2020	1	Cement	PO NO - 69850 . Delivery Van Delay
68382	28.08.2020	2	Templets	PO No - 70040 . Supplier arranging for material .
68383	29.08.2020	1	False ceiling	PO No - 70032 . contractor started the work .
68386	29.08.2020	1 & 2	Wires	PO no - 69982 . supplier arranging for material .
68389	01.09.2020	1,3 & 6	Grills	PO no - 70043 . supplier arranging for material .
68392	01.09.2020	2	Wire	PO No - 70064 . Supplier arranging for material .
68394	01.09.2020	11	isolator	PO No - 70076 . Supplier arranging for material .
68398	03.09.2020	1	False ceiling	PO No - 70032 . contractor started the work .
68400	03.09.2020	1	Coffee powder	PO NO - 70257 . Ready with Supplier .
68401	03.09.2020	8&12	tiles	PO No - 70108 . Supplier arranging for material .
68402	03.09.2020	8&12	tiles	PO No - 70105 . Supplier arranging for material .
68406	07.09.2020	1	Luppum	PO NO - 70311 . Ready with Supplier .
68408	07.09.2020	1-12	PVC pipes	PO No - 70235. Supplier arranging for material .

68409	07.09.2020	1-3	Grout powder	PO No - 70264 . Supplier arranging for material .		
68410	08.09.2020	1-3	Prunning cutter	PO NO - 70280 . Ready with Supplier .		
No. of gate passes issued this week:			01	From No.	1768	To No. 1768
Delivery van site visit on:			08.09.20 (Tuesday) , 10.09.20 (thursday) & 12.09.20 (Saturday) .			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl. No. during the week		From No.	868	To No.	879	
Items not ordered but received: nil						
Items sent to HO /vendor that are pending for repair:						
Other corrections & remarks:						
Details	Project Manager			Admin		Admin Audit
Sign	<i>[Signature]</i>			<i>[Signature]</i>		
Date	12/9/20			12/9/20		

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!