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

Company:	ModiProperties pvt.ltd	Date:	19.09.2020
Site:	Mayflower Platinum	Prepared by:	K.sravani
Report From / To	12.09.2020 to 19.09.2020	Approved by:	S.V.Subba Reddy
Report Date	19.09.2020		

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#

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$
11744	19-06-2020	02	Jaw crusses	~~Delivered by Monday~~ Delivered at H-B
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
11858	08-08-2020	1	False ceiling Designer	Work under progress
11873	11-08-2020	1	False ceiling Designer	Work under progress
11874	11-09-2020	03	Vetrified tiles Romono tiles,Wengue oscure	Ganesh tiles will Delivered on Friday
11875	11-09-2020	06	Country rosso, country almond ,black berry Blanco white	Will pick from SSLP[MPL]
11877	11-08-2020	12	Luna lt sprinklers,malaysia m	Will pick by sslp
11907	27-08-2020	01	False ceiling	Work under progress
11914	01-09-2020	02	False ceiling	Work under progress
11915	01-09-2020	02	False ceiling	Work under progress

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11921	02-09-2020	01	**Frisco Grass**	**Radhakrishna delivered by Monday**
11934	07-09-2020	01	Armoured Aluminium Cable	**Material is ready ,we will Pick up Monday**
11939	11-09-2020	08	Copper plate	**Material is ready ,we will Pick up Monday**
11940	09-09-2020	24	Pvc pipes	**Material is ready ,we will Pick up Monday**
11948	15-09-2020	02	PVC False ceiling,U clamp Patti	After receipt of Payment ,Expecting Delivered on Monday

Gate pass issued in this week	03	From no	1126	to	1128
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. 2071	To No.	2107
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	19-09.2020	19.09.2020	

Notes: 1. • Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, asharya@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!