

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

Company:	Modi realty Mallapur LLP	Date:	26.09.2020	
Site:	Gulmohar residency	Prepared by:	M.Likhitha	
Report From / To	20.09.2020 to 26.09.2020 (Sunday to Saturday)	Approved by:	Ram Prasad	
Report Date	26.09.2020			
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 [#]
68381	28.08.2020	2	UPS	Online Purchase
68424	17-09-2020	1-3	SS Railing	Delay by purchase assistant.
68427	22-09-2020	1-4	WPC Door frames	Delay by purchase assistant.
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 . partly receiving
68383	29.08.2020	1	False ceiling	PO No - 70032 . contractor started the work .
68398	03.09.2020	1	False ceiling	PO No - 70032 . contractor started the work .
68408	07.09.2020	4	Insulation tapes	PO No - 70235. no stock at SSLLP (90% received)
68411	12.09.2020	1-2,	Stationery materials (highlighters)	PO No - 70425. no stock at SSLLP (90% received)
68413	15.09.2020	8,9	CPVC material (couplings,solution)	PO No - 70512 no stock at SSLLP (90% received)
68415	16.09.2020	1	PVC pipe	PO No - 70518, Ready with supplier(90% received)
68421	16-09-2020	9	Magnetic door stopper	PO No - 70572, Ready with supplier
68422	16-09-2020	1	Cement Blocks.	PO No - 70508,partly receiving
68423	17-09-2020	1-2	Roff stone tile adhesive	PO No - 70551, partly receiving from SSLLP
68425	18-09-2020	1,3&5	Grills	PO No - 70577.Supplier arranging for material .
68426	18-09-2020	1	Grass Carpet	PO No - 70566.Supplier arranging for material .
68429	21-09-2020	2	Vetrified tiles 2’X2’	PO No - 70618.Supplier arranging for material .

68435	21-09-2020	1-10	General materials	PO No - 70639,70637, Ready with supplier		
68436	23-09-2020	4	Clamshell cards	PO No - 70714, no stock at SLLP		
No. of gate passes issued this week:			04	From No.	1770	To No. 1773
Delivery van site visit on:			22.09.20 (Tuesday) , 24.09.20 (thursday) & 26.09.20 (Saturday) .			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl. No. during the week		From No.	896	To No.	915	
Items not ordered but received: nil						
Items sent to HO /vendor that are pending for repair:						
Other corrections & remarks:						
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign	<i>R. Ar.</i>		<i>J. Chy</i>			
Date	26/9/2020		26/9/20			

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