

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

Company:	Modi realty Mallapur LLP	Date:	10.10.2020
Site:	Gulmohar residency	Prepared by:	M.Likhitha
Report From / To	4.10.2020 to 10.10.2020 (Sunday to Saturday)	Approved by:	Ram Prasad
Report Date	10.10.2020		

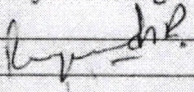
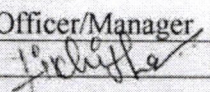
List of requisitions numbers missing in the report*:

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	S.no	Item Description	Reason for not preparing PO/WO#
68424	17-09-2020	1-3	SS Railing	Delay by purchase assistant.
68435	21.09.20	7 & 10	GP2 cement & Arment rearm bond .	Delay by purchase assistant. <i>M.D. to finalise.</i>
68437	24-09-2020	7	Hold fast star screw	Delay by purchase assistant. <i>D-83. 10/10 Estimate</i>
68442	28-09-2020	1	MYK laticecrete stone tile adhesive	Delay by purchase assistant. <i>Under</i>
68446	28-09-2020	1-3	Ispira earth beige	Delay by purchase assistant. <i>71087</i>
68464	05-10-2020	8-13	Sanitary	Delay by purchase assistant. <i>71029</i>
68476	10-10-2020	1	Ceramic tiles	Delay by purchase assistant. <i>- Phy. in hand</i>

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
68363	31.07.2020	1	Hollow bricks	PO NO - 69346.(pending -500)
68376	25.08.2020	1	Cement	PO NO - 69850 . partly receiving . no stock at SSLLP
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 .
68422	16-09-2020	1	Cement Blocks.	PO No - 70508, partly receiving
68448	28.09.20	1 to 4	Flush doors	PO no - 70875 . SSLLP store is closed . <i>- D.</i>
68452	30-09-2020	1	CC Rings	PO No - 70924, partly receiving
68454	30-09-2020	6,8	Stop cock	PO No - 70983, no stock at SSLLP
68454	30-09-2020	6,7	Extension nipple	PO No - 70985, no stock at SSLLP
68461	3-10-2020	1&7	Country russo	PO No - 71032 partly receiving
68465	06-10-2020	2	Cement solid blocks	PO No - 71139, partly receiving

68469	06-10-2020	1-2	False ceiling lights	PO No - 71057, Delivery van delay
68470	06-10-2020	1-16	Cleaning materials	PO No - 71162, Delivery van delay
68471	06-10-2020	1-11	Stationery materials	PO No - 71195, Delivery van delay
68475	06-10-2020	6	tiles	PO No - 71121, Delivery van delay
68477	06-10-2020	1	Tandoor stone	PO.NO-71154, Material in transit
68478	06-10-2020	1	Salwood length	PO.NO-71159, Material in transit
68479	06-10-2020	1	Ceiling fans	PO.NO-71159, Ready with supplier
No. of gate passes issued this week:		03	From No.	1776 To No. 1778
Delivery van site visit on:		06.10.20 (Tuesday) , 08.10.20 (Thursday) & 10.10.20 (Saturday) .		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week		From No.	929	To No. 954
Items not ordered but received: nil				
Items sent to HO /vendor that are pending for repair: 02 motors (Dewatering pumps 2HP)				
Other corrections & remarks:				
Details	Project Manager		Admin Officer/Manager	Admin Audit
Sign				
Date				

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!

