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

Company:	Modi realty Mallapur LLP	Date:	17.10.2020
Site:	Gulmohar residency	Prepared by:	M.Likhitha
Report From / To	11.10.2020 to 17.10.2020 (Sunday to Saturday)	Approved by:	Ram Prasad
Report Date	17.10.2020		

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.
68442	28-09-2020	1	MYK laticrete stone tile adhesive	Delay by purchase assistant.
68476	10-10-2020	1	Ceramic tiles	Delay by purchase assistant.
68501	10-10-2020	1-3	UPVC Windows	Delay by purchase assistant.
68502	10-10-2020	1-4	UPVC Windows	Delay by purchase assistant.
68505	12-10-2020	1-15	Wall mixture	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 . 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 .
68439	21-09-2020	1	MS Stand	PO no - 70812 . no stock at SSLLP
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
68461	3-10-2020	7	Country chocolate	PO No - 71032 partly receiving
68464	05-10-2020	8-13	Sanitary	PO No - 71029, Delivery van delay
68465	06-10-2020	2	Cement solid blocks	PO No - 71070, partly receiving
68470	06-10-2020	1-16	Cleaning materials	PO No - 71162, Delivery van delay
68471	06-10-2020	1-11	Stationery meaterials	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, partly receiving

68480	07-10-2020	1	PVC pipe 1.5mm thick	PO No - 71109,no stock at SSLLP
68482	07-10-2020	12	Hacksaw blade	PO No - 71130,no stock at SSLLP
68483	07-10-2020	1	1/18 yellow multistand wire	PO No - 71133,no stock at SSLLP
68485	07-10-2020	1,3,5	grills	PO No - 71156,Delivery van delay
68486	07-10-2020	1,10	Flexible pipe 3/4"	PO No - 71137,no stock at SSLLP
68489	07-10-2020	1-4	WPC door frame	PO No - 71115,Delivery van delay
68490	07-10-2020	2,6	templates	PO No - 71114,Delivery van delay
68491	07-10-2020	2	WPC pannel doors	PO No - 71111,no stock at SSLLP
68494	08-10-2020	1	Hollow blocks	PO No - 71173,Supplier arranging for material
68495	08-10-2020	1-3	Foam Boards (no entry for contractors)	Delivery van delay

No. of gate passes issued this week:	03	From No.	1779	To No.	1782
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.	955	To No.	982	
Items not ordered but received: nil					
Items sent to HO /vendor that are pending for repair: 01 motors (Dewatering pumps 2HP)					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	17/10/20	17/10/20	

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!