

Reply to remarks on requisition by site report.

Prepared by:

Hari babu

Date:

03.05.17

Site:

Modi Realty Miryalguda LLP

(Signature)

(Signature)

Date

Remarks by Shiva Krishna

Requisition No

Requisition Date

Material Description

Purchase Manager - Remarks

Material delivered?

If material is not delivered - is delay justified?

52074	22.04.17	L Angle	Cancelled by MD		
		Round pipe			
52068	20.04.17	Gulmohar trees	Delivery today		
52070	22.04.17	MS flat patti	Delivery today		
	22.04.17	Mesh	Delivery today		
	22.04.17	L Angle	Delivery today		
52071	22.04.17	Shabad stone	Delivery today		
52072	22.04.17	Cement jali	local purchase by site		
52073	22.04.17	Kadapa stone	local purchase by site		
52074	22.04.17	L Angle	Cancelled by MD		
		Round pipe	Cancelled by MD		
52076	22.04.17	Flush doors	Supplier will send		

(Signature)
03/05/17

(Signature)
03/05/2017

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

Company:	Modi Realty Miryalaguda LLP		Date:	02.05.2017	
Site:	AVR Gulmohar homes		Prepared by:	A. Vijay Baaskar	
Report From / To	24.04.2017 to 02.05.2017		Approved by:	Kirthi kumar	
Report Date	02.05.2017				
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		Item Description	Remarks	
52074	22.4.17	1	L angle	450 sft	
		2	Round pipe	300 sft	
List of requisitions where 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 quantity not received	
52068	20.4.17	1	Gulmohar Trees	100 no	
52070	22.4.17	1	Ms flat patti	1350 sft	
		2	Mesh guage	2790 sft	
		3	L angle	338 sft	
52071	22.4.17	1	Shabad stone	2430 sft	
52072	22.4.17	1	Cement jali	24 no local purchase	
52073	22.4.17	1	Kadapa stone	34 no local purchase	
		2	Kadapa stone (door sill)	28 no local purchase	
52074	22.4.17	1	L angle	450 sft	
		2	Round pipe	300 sft	
52076	22.4.17	1	Flush doors	42 no	
Details of pending installation beyond due date of modular kitchen, furniture & soft furnishings#:					
Req No	Flat/ Villa No	Installation due date	Item	Remarks	
No. of gate passes issued this week:			NIL	From No.	To No.
Delivery van site visit on:			26.4.17		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					NIL
Items not ordered but received: Nil					
Other corrections & remarks:					

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. # Details of furniture not received to be given in the previous section. 3. Send this report to HO by email on every Saturday. 4. Admin offices shall not leave the site without completing this report. 5. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 6. Mention PO & MRN no. on DCs bills.

Kumarachandra
03/05/2017