

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

Company:	Modi realty Mallapur LLP		Date:	07-11-2020
Site:	Gulmohar residency		Prepared by:	M.Likhitha
Report From / To	1.11.2020 to 7.11.2020 (Sunday to Saturday)		Approved by:	Ram Prasad
Report Date	7.11.2020			
List of requisitions numbers missing in the report*: 68559				
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	Rates to be finalized(no reply of remarks from site report from last 2 weeks from purchase team)
68435	21.09.20	7 & 10	GP2 cement & Arment rearm bond .	Getting quotes from other brands(no reply of remarks from site report from last 2 weeks from purchase team.
68442	28-09-2020	1	MYK laticrete stone tile adhesive	Getting quotes from other brands(no reply of remarks from site report from last 2 weeks from purchase team.
68476	10-10-2020	1	Ceramic tiles	Searching in market(no reply of remarks from site report from last 2 weeks from purchase team.
68501	10-10-2020	1-3	UPVC Windows	Rates to be finalized by MD sir(no reply of remarks from site report from last 2 weeks from purchase team.
68502	10-10-2020	1-4	UPVC Windows	Rates to be finalized by MD sir(no reply of remarks from site report from last 2 weeks from purchase team.
68561	02-11-2020	1-2	Helmet stickers	(no reply of remarks from site report from last 2 weeks from purchase team
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)
68464	05-10-2020	10,11	Wash basin	PO No - 71029, no stock at SSLLP
68465	06-10-2020	2	Cement solid blocks	PO No - 71070, partly receiving
68485	07-10-2020	1,3,5	grills	PO No - 71156,no stock at SSLLP
68490	07-10-2020	2,6	templates	PO No - 71114,no stock at SSLLP

68494	08-10-2020	1	Hollow blocks	PO No - 71173, Supplier arranging for material
68504	12-10-2020	1	Kitchencabinet	PO No - 71409, Supplier arranging for material
68505	12-10-2020	1	Kitchencabinet	PO No - 71410, Supplier arranging for material
68506	17-10-2020	1	Cement solid block	PO No - 71300, partly receiving
68519	19-10-2020	1	Gunny bags	PO No - 71477, no stock at SSLLP
68522	20-10-2020	1	Laticrete grout powder	PO No - 71589, Delivery van delay
68527	21-10-2020	1	WPC door frames	PO No - 71578, Supplier arranging for material
68528	21-10-2020	1	templates	PO No - 71546, no stock at SSLLP
68529	21-10-2020	1	Consultant report	PO No - 71477, Delivery van delay
68530	24-10-2020	1	Cu multistand wires yellow-1/18 sq mm	PO No - 71595, no stock at SSLLP
68550	29-10-2020	2	Country almond	PO No - 71692, Delivery van delay
68551	30-10-2020	9	PVC Dummies 1"	PO No - 71737, no stock at SSLLP
68567	03-11-2020	1	Cement	PO No - 71862, Delivery van delay
68568	03-11-2020	1-2	Tan bown granite	PO No - 71828, Delivery van delay
No. of gate passes issued this week:		01	From No.	1786 To No.
Delivery van site visit on:		03.11.20 (Tuesday) , 05.11.20 (Thursday) & 07.11.20 (Saturday) .		

Inward report (MRN/other) & stock report emailed in pdf format to Yes
purchase?

DC register Sl. No. during the 1020
week To No. 1062

Items not ordered but received: nil

Items sent to HO /vendor that are pending for repair: 02 motors (Dewatering pumps)

Other corrections & remarks:

Details	Project Manager	Admin	Admin Audit
Sign		Officer/Manager	
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 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