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

Company:	Modi realty Mallapur LLP	Date:	13-11-2020
Site:	Gulmohar residency	Prepared by:	M.Likhitha
Report From / To	8.11.2020 to 13.11.2020 (Sunday to Friday)	Approved by:	Ram Prasad
Report Date	13.11.2020		

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[#]
68435	21.09.20	7 & 10	GP2 cement & Arment rearm bond .	Getting quotes from other brands
68442	28-09-2020	1	MYK laticrete stone tile adhesive	Getting quotes from other brands
68570	03-11-2020	1	40mm MS round pipe.	

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
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
68528	21-10-2020	1	templates	PO No - 71546,no stock at SSLLP
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:	02	From No.	1787	To No.	1788
Delivery van site visit on:	10.11.20 (Tuesday) , 12.11.20 (Thursday)				

Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes	
DC register Sl. No. during the week	From No.	1063	To No.	1076
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 Officer/Manager	Admin Audit
Sign			
Date	13/11/2020	13/11/2020	

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!