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

Company:	Modi Realty Miryalaguda LLP	Date:	13.11.2020
Site:	AGH	Prepared by:	P. Anitha
Report From / To	7.11.2020 to 13.11.2020	Approved by:	Zakir
Report Date	13.11.2020		

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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO
165099	24.08.2020	1	Swimmingpool filter	Estimate with MD Sir
165157	9.10.2020	1	RCC cover	Po to be issue
165193	9.11.2020	1	3 core cable	Po to be issue
165197	11.11.2020	1 to 37	cpvc	Estimate with MD Sir
165198	11.11.2020	1 to 37	pvc	Estimate with MD Sir
165199	11.11.2020	1 to 37	cpvc	Estimate with MD Sir
165200	11.11.2020	1 to 37	pvc	Estimate with MD Sir
165201	11.11.2020	1 to 15	ecodrain	Estimate with MD Sir
165202	11.11.2020	1 to 15	ecodrain	Estimate with MD Sir

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
165108	1.09.2020	1 to 13	wires	98% received ; remaining will delevered by next week
165122	12.09.2020	1,2	Black granite	80% received ; remaining will delevered by next week
165125	15.09.2020	1 to 5	grills	20% received ; remaining will delevered by next week
165133	22.09.2020	1	MYK arment	50% received ;remaining will delevered by next week
165159	16.10.2020	1 to 7	Electrical inside	70% received ,remaining Will be delivered by today
165164	17.10.2020	1 to38	Cpvc material	90% received ; remaining will delevered by next week
165167	17.10.2020	1	Sintex tank	Supplier asking previous pending payment
165165	17.10.2020	28,29	HDPE pipe	Will be delivered by next week
165169	19.10.2020	1	Cement sheets	Local purchase by raghu ..will be delivered by next week
165172	24.10.2020	1 to 15	Eco drain	50% received ,remaining Will be delivered by next week
165173	22.10.2020	1 to 5	Painting material	Will be delivered by next week
165177	23.10.2020	1	White cement	75% received ; remaining will delevered by next week
165178	27.10.2020	1 to 3	paint	80% received ; remaining will delevered by next week
165181	19.10.2020	1	Sintex tank	Supplier asking previous pending payment
165182	30.10.2020	1	Spring wire	70% received ,remaining Will be delivered by today
165183	30.10.2020	1	Concrete shoes	Will be delivered by next week
165184	30.10.2020	1	sanitizer	Will be delivered by next week
165185	30.10.2020	1 to 17	consumable	90% received ; remaining will delevered by next week
165187	30.10.2020	1 to 7	Al.windows	20% received ; remaining will delevered by next week
165189	9.11.2020	1	Wall care putty	Will be delivered by next week
165190	9.11.2020	1,5	Al.windows	Will be delivered by next week
165191	9.11.2020	1	A4 paper	Will be delivered by next week

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165192	9.11.2020	1	Sweeping machine	Will be delivered by next week
165194	9.11.2020	1	Solid bricks	Supplier arranging material
165195	9.11.2020	1 to 6	Electrical inside	Will be delivered by next week
165196	9.11.2020	1 to 5	Door frames	Will be delivered by next week

No. of gate passes issued this week:	Nill	From No.	Nill	To No.	Nill
Delivery van last site visit on:	6.11..2020 (SALMAN)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl No. during the week	From No.	Nill	To No.	Nill	
Items not ordered but received:					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Incharge	Admin Audit
Sign			
Date			

Certified by
Asst. Project Manager/Engineer
Modi Realty [illegible]

Certified by
P. Anitha
Asst. Engineer
MODI REALTY (MIYALGUDA) LLP

Notes: 1. • Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, [illegible]@modiproperties.com and rajkumar@modiproperties.com every Saturday. [illegible] shall not leave the site without completing this report. 4. Ensure that [illegible] numbers are written on the Requisitions clearly showing [illegible] received on a daily basis. 5. Mention PO & MRN no. on DC's [illegible] 7. #Suggested remarks – For technical details from site/ [illegible] remarks - Ready with supplier, Supplier are contacted, Supplier not [illegible], Material in transit, [illegible] 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!

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