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

Company:	Modi Realty Miryalaguda LLP	Date:	21.11.2020
Site:	AGH	Prepared by:	P. Anitha
Report From / To	14.11.2020 to 21.11.2020	Approved by:	Zakir
Report Date	21.11.2020		

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	Rates negotiation
165193	9.11.2020	1	3 core cable	Po to be issue

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
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
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 today
165178	27.10.2020	1 to 3	paint	80% received ; remaining will delevered by next week
165181	19.10.2020	1	Sintex tank	Will be delivered by next week
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 today
165184	30.10.2020	1	sanitizer	Will be delivered by today
165185	30.10.2020	1 to 17	consumable	98% received, remaing will be delivered by today
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 today
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 today
165192	9.11.2020	1	Sweeping machine	Will be delivered by this week
165194	9.11.2020	1	Solid bricks	Supplier arranging material
165195	9.11.2020	1 to 6	Electrical inside	Will be delivered by today
165196	9.11.2020	1 to 5	Door frames	Will be delivered by today
165197	11.11.2020	1 to 37	cpvc	Will be delivered by today
165198	11.11.2020	1 to 37	pvc	Will be delivered by today
165199	11.11.2020	1 to 37	cpvc	Will be delivered by next week
165200	11.11.2020	1 to 37	pvc	Will be delivered by next week
165201	11.11.2020	1 to 15	ecodrain	Will be delivered by next week
165202	11.11.2020	1 to 15	ecodrain	Will be delivered by next week
165203	13.11.2020	1	Cladding tiles	Will be delivered by next week

165204	16.11.2020	1,2	Copper plate	Will be delivered by today		
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.	542			To No.	541
Items not ordered but received:						
Other corrections & remarks:						
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign	Certified by		Certified by			
Date						

Asst. Project Manager/Engineer
Modi Realty (Miryalaguda) LLP

A. Anitha
Asst. Engineer
Modi Realty (Miryalaguda) LLP

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 officer 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 [illegible] manager & Project manager at site and filed at site. 7. #Suggested remarks – For technical details, [illegible] 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!