

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

Company:	Modi realty Mallapur LLP		Date:	21-11-2020
Site:	Gulmohar residency		Prepared by:	M.Likhitha
Report From / To	15.11.2020 to 21.11.2020 (Sunday to Saturday)		Approved by:	Ram Prasad
Report Date	21.11.2020			
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#
68592	17-11-2020	1	WIFI Security CC Camera	
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 ^s
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
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
68567	03-11-2020	1	Cement	PO No - 71862,partly receiving
68568	03-11-2020	1-2	Tan bown granite	PO No - 71828,Delivery van delay
68570	03-11-2020	1	40mm MS round pipe.	
68575	09-11-2020	7,8,10	DB box 4-way	PO No - 719965,no stock at SSLLP
68576	09-11-2020	1	White cement	PO No - 72060,no stock at SSLLP
68577	09-11-2020	9	Mopping cloth	PO No - 72069,no stock at SSLLP
68578	10-11-2020	6	File folders	PO No - 72064,no stock at SSLLP
68579	10-11-2020	1-5	Steel plates	Raghu sir to follow up
68580	10-11-2020	1	Fruit packing covers	Raghu sir to follow up
68587	16-11-2020	1-5	L angles, flush doors	PO No - 72172,72173,Supplier arranging for material
68588	16-11-2020	4	CPVC Brass Tee	PO No - 72211,no stock at SSLLP
68590	16-11-2020	1	WPC door frames	PO No - 72210,Supplier arranging for material
68593	17-11-2020	1-2	MS round pipes	PO No - 72284Supplier arranging for material

68594	17-11-2020	1	Led flood lights 30watts	PO No - 72217Delivery van delay	
No. of gate passes issued this week:		01	From No.	1789	To No. 0
Delivery van site visit on:		17.11.201 (Tuesday), 19.11.20 (Thursday), 21.11.2020			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?		Yes			
DC register Sl. No. during the week	From No.	1077	To No.	1091	
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	<i>[Signature]</i>	<i>[Signature]</i>			
Date	21/11/2020	21/11/2020			

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!