

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

Company:	ModiProperties pvt.ltd	Date:	21.11.2020	
Site:	Mayflower Platinum	Prepared by:	B.Nandini	
Report From / To	13.11.2020 to 20.11.2020	Approved by:	S.V.Subba Reddy	
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#
177035	17-10-2020	1	Executive bags	Po is Not issue
177114	12.11.2020	5	MS Railing gate	Request sent for MD's approval
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
177012	10.10.2020	03,12	Whiteners,Paper bundles	Stock available at SLLP we will pick on monday
177033	15-10-2020	01	38'x80' panel door	No Stock at supplier
177034	15-10-20	01	Isolator 4 pole	No Stock At supplier [SLLP]
177053	27.10.2020	4	Ultra sprinkler,malaysian brown	We will pick on monday
177059	29-10-2020	15	Cu multistand wires1/18,3/20,7/20	Stock available at SLLP we will pick on monday
177060	29.10.2020	12	Cu multistand wires1/18,3/20,7/20	Stock available at SLLP we will pick on monday
177062	29.10.2020	4,12,16	Phenyl,dust pan,broomsticks	No Stock At supplier [SLLP]
177064	29.10.2020	1	PV pipe 6" double socket	Stock available at SLLP we will pick on monday
177082	03-11-2020	5	WPC Door frames	Supplier arranging the material delivery by Wednesday
177091	04.11.2020	2	Country Almond	We will pick on monday
177092	04.11.2020	4	Vertrified tiles 2'x2'	No Stock at supplier
177093	04-11-2020	01	Safety ribbon	No Stock At supplier [SLLP]
177096	05-11-2020	24	CPVC pipe 20mm,threadened end plug	Stock available at SLLP we will pick on monday
177097	06.11.2020	4	Ultra sprinkler,malaysian brown	We will pick on monday
177098	06.11.2020	4	Ultra sprinkler,malaysian brown	We will pick on monday
177099	07-11-2020	1	Gunny bags	No Stock At supplier [SLLP]
177109	10.11.2020	4	Sal wood beedings	No Stock At supplier [SLLP]
177110	10.11.2020	3	Tan brown granite	No Stock At supplier [SLLP]
177112	11.11.2020	1	Lift repair &	Advance not received by supplier

			installation				
177118	16.11.2020	10	WPC Door frames		Supplier arranging the material delivery by Wednesday		
177119	16.11.2020	4	SS screws		Supplier arranging the material delivery by Wednesday		
Gate pass issued in this week			08	From no	2324	to	2332
Delivery van site visit on:			13 th ,16 th ,18 th ,20 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?						Yes	
DC register Sl. No. during the week		From No.	2307			To No.	2338
Items not ordered but received: Nil							
Items sent to HO /vendor that are pending for repair: Nil							
Other corrections & remarks: Nil							
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		Subba reddy		B.Nandini			
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 rajumarn@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!