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

Company:	ModiProperties pvt.ltd	Date:	28.11.2020
Site:	Mayflower Platinum	Prepared by:	B.Nandini
Report From / To	22.11.2020 Sunday to 27.11.2020 Friday	Approved by:	S.V.Subba Reddy
Report Date	28.11.2020		

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	On line purchase PO to be issued
177092	04.11.2020	1,3	Classic Dyna ,Wengue oscuro	PO to be issued
177114	12.11.2020	5	MS Railing gate	Request sent for MD's approval
177126	18.11.2020	8,9	Redoxide powder	PO to be issued
177130	18.11.2020	4	Sliding windows	PO to be issued
177134	18.11.2020	1	SS railing toughned glass	PO to be issued

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$
11744	18.06.2020	1	Jaw Crusses	We will pick from HO
11874	11.08.2020	3	Wengue Oscuro	No stock at Supplier
177033	15-10-2020	1	38'x80' panel door	Received material was already damaged and no stock at supplier
177059	29-10-2020	10,14	Spring wire ,Internet cable	No stock at supplier [SSLLP]
177062	29.10.2020	5	Sanitizer	Stock available at SSLLP we will pick on monday
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	Partially delievered remaining no stock at supplier [SSLLP]
177096	05-11-2020	24	CPVC pipe 20mm,threadened end plug	Stock available at SSLLP we will pick on monday
177097	06.11.2020	4	Ultra sprinkler,malaysian brown	We will pick on monday
177099	07-11-2020	1	Gunny bags	Partially delievered remaining no stock at supplier [SSLLP]
177110	10.11.2020	3	Tan brown granite	No Stock At supplier [SSLLP]
177112	11.11.2020	1	Lift repair & installation	Advance not received by supplier
177124	18.11.2020	15	Lizol,handwash,dust bin,etc	Stock available at SSLLP we will pick on monday
177126	18.11.2020	9	Janatha	Stock available at SSLLP we will pick on monday

			paste,aradilite	
177131	18.11.2020	9	M.S.Grills	We will pick on monday
177132	18.11.2020	10	French window	Supplier delievery by Tuesday
177136	19.11.2020	7	Wallhang, wash basin	Stock available at SSLLP we will pick on monday
177138	19.11.2020	9	Templates	Stock available at SSLLP we will pick on monday
177139	21.11.2020	1	Shabad stones	Stock available at supplier delievery by Monday
177141	23.11.2020	1	Tube light	Stock available at SSLLP we will pick on monday
177142	24.11.2020	2,4	Junction box, Insulation tape	Stock available at SSLLP we will pick on monday
177144	25.11.2020	1	Slump cone instrument	Stock available at SSLLP we will pick on monday
177145	25.11.2020	1	Curing pipes	Stock available at SSLLP we will pick on monday

Gate pass issued in this week	04	From no	2333	to	2336
Delivery van site visit on:	$23rd, 25^{th}, 26^{th}, 27^{th}$				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl. No. during the week	From No.	2339	To No.	2363	
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	S.V.Subba reddy	B.Nandini	
Date	28.11.2020	28.11.2020	

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!