

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

Company:	Modi realty Mallapur LLP		Date:	05.12.2020
Site:	Gulmohar residency		Prepared by:	M.Likhitha
Report From / To	29.11.2020 to 05.12.2020 (Sunday to Saturday)		Approved by:	Ram Prasad
Report Date	05.12.2020			
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#
68581	10.11.2020	1	Laptop bags	Online purchase
68600	20.11.2020	1	Storage Racks	
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
68567	03-11-2020	1	Cement	PO No - 71862,partly receiving
68578	10-11-2020	6	File folders	PO No - 72064,no stock at SSLLP
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
68601	20-11-2020	1	500LPH water plant	PO No - 72456,Supplier arranging for material
68602	23.11.2020	1	Tube lights	PO NO - 72383 . No stock at SSLLP .
68603	23.11.2020	1	Bathroom mirror	PO NO - 72436 . No stock at SSLLP .
68605	23.11.2020	2-3	Holes pass screws	PO NO - 72495 . Supplier arranging for material
68613	26.11.2020	1-18	PVC Pipe	PO NO - 72518 . No stock at SSLLP(partly received) PO No -72540 -Supplier arranging for material
68614	26.11.2020	1-2	MS Flat Patti	PO No -72558 -Supplier arranging for material
68615	26.11.2020	1-2	MS Square Pipe	PO No -72560-Supplier arranging for material
68621	28.11.2020	1-12	CPVC Pipe	PO No -72710 -Today will deliver
68622	28.11.2020	4	WPC door frames	PO No -72566-Supplier arranging

						for material
68623	28.11.2020	1-6	MS L angles			PO No -72587,72589 -Supplier arranging for material
68624	30.11.2020	1-2	Drill Bit			PO No -72689,-Supplier arranging for material
68625	30.11.2020	1-11	Mopping sticks			PO No -72594 -No stock at SSLLP .
No. of gate passes issued this week:			02	From No.	1790	To No. 1791
Delivery van site visit on:			01.12.2020 (Tuesday) , 03.12.2020 (Thursday) , 05.12.2020 (saturday)			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
DC register Sl. No. during the week		From No.	1121	To No.	1140	
Items not ordered but received: nil						
Items sent to HO /vendor that are pending for repair: 05 motors (Dewatering pumps)						
Other corrections & remarks:						
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign						
Date						

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@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!