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

Company:	Modi Realty Miryalaguda LLP	Date:	19.12.2020
Site:	AGH	Prepared by:	P. Anitha
Report From / To	13.12.2020 to 19.12.2020	Approved by:	Zakir
Report Date	19.12..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	Swimming pool filter	Wo to be issue
165221	6.12.2020	1	Ro plant shifting	Req. Sent for MD's approval
165225	14.12.2020	1 to 3	MS telescopic pole	Req. 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
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
165184	30.10.2020	1	sanitizer	Will be delivered by next week
165187	30.10.2020	1 to 7	Al.windows	90% received ; remaining will delevered by today
165197	11.11.2020	1 to 37	cpvc	90% received ; remaining will delevered by next week
165198	11.11.2020	1 to 37	pvc	Will be delivered by next week
165200	11.11.2020	1 to 37	pvc	75% received ; remaining will delevered by next week
165201	11.11.2020	1 to 15	ecodrain	25% received ; remaining will delevered by next week
165205	23.11.2020	1,2,3	Altek luppam	50% received ; remaining will delevered by next week
165217	3.12.2020	1 to 5	Sanitary material	No stock at ssllp
165226	14.12.2020	1,2	Cutting blades	Will be delivered by next week
165227	18.12.2020	1	MS Railing	Will be delivered by next week
165229	15.12.2020	1,2	Gate lamp	Will be delivered by next week
165231	16.12.2020	1	Safety belt	Will be delivered by next week

No. of gate passes issued this week:	01	From No.	1425	To No.	1425
Delivery van last site visit on:	16.12.2020 (salman)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl.No. during the week	From No.	12537	To No.	12606	
Items not ordered but received:					
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, 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!