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

Company:	Modi realty Mallapur LLP	Date:	19.12.2020
Site:	Gulmohar residency	Prepared by:	M.Likhitha
Report From / To	13.11.2020 to 19.12.2020 (Sunday to Saturday)	Approved by:	Ram Prasad
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	S.no	Item Description	Reason for not preparing PO/WO#
68643	11.12.2020	1	Chimney	

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$
68578	10-11-2020	6	File folders	PO No - 72064,no stock at SSLLP
68613	26.11.2020	1-18	PVC Pipe	PO No -72540 -Partly recieving
68632	06.12.2020	1	Pvc pipe	PO NO - 73018 . delivary van delay
68633	06.12.2020	1	Plain bend	PO NO - 73042 . delivary van delay PO NO - 73044 Supplier arranging for material
68637	07.12.2020	1	Desk tray	PO No.-72738,72739,72779 Supplier arranging for material
68639	08.12.2020	1	PVC Pipe 1.2 mm	PO NO - 72844 . delivary van delay
68644	14.12.2020	1	Glass partition	PO.No-72949,Supplier arranging for material
68646	14.12.2020	1	NCL Atlek luppum	PO.No.- 72963 today delivery.
68648	15.12.2020	1	PVC pipe	PO NO - 73047,73051 . delivary van delay
68649	16.12.2020	1	Bathroom tiles	PO NO - 73015 . delivary van delay

No. of gate passes issued this week:	04	From No.	1794	To No.	1797
Delivery van site visit on:	15.12.2020 (Tuesday) , 17.12.2020 (Thursday) , 19.12.2020 (Saturday)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	1172	To No.	1191	

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	Rynsh R.	Likhish	
Date	19/12/20	19/12/20	

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!