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

Company:	Modi realty Mallapur LLP	Date:	31.12.2020
Site:	Gulmohar residency	Prepared by:	M.Likhitha
Report From / To	27.12.2020 to 31.12.2020 (Sunday to thursday)	Approved by:	Ram Prasad
Report Date	31.12.2020		

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#
68669	26.12.2020	1	Submerssible Pump	

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$
68632	06.12.2020	1	Pvc pipe	PO NO - 73018 . today delivery
68644	14.12.2020	1	Glass partition	PO.No-72949,today delivery
68649	16.12.2020	1	Bathroom tiles	PO NO - 73015 . delivary van delay
68660	17.12.2020	1	Concealed flush tanks	PO.No. 73081 -delivary van delay
68664	22.12.2020	1	Birla putty	Po.No. 73228- today delivary partly recieved
68665	22.12.2020	1	Luppuum	Po.No. 73225-delivary van delay
68668	26.12.2020	2	TYPE -7	PO.NO- 73326 no stock at SSLLP.

No. of gate passes issued this week:	0	From No.		To No.	
Delivery van site visit on:	29.12.2020 (Tuesday) , 31.12.2020 (Thursday)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	1212	To No.	1222	

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	31/12/20	31/12/20	

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!