

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

Company:	Modi Realty Miryalaguda LLP	Date:	4.01.2021	
Site:	AGH	Prepared by:	P. Anitha	
Report From / To	27.12.2020 to 4.01.2020	Approved by:	Zakir	
Report Date	4.01.2020			
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
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
165246	31.12.2020	1,2	MS Railing	Req. Sent for MD's approval
165247	31.12.2020	1	MS Gate	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
165197	11.11.2020	1 to 37	cpvc	98% received ; remaining will delevered by next week
165205	23.11.2020	1,2,3	Altek luppam	50% received ; remaining will delevered by next week
165233	18.12.2020	1 to 4	Paint material	50% received ; remaining will delevered by next week
165235	21.12.2020	1 to 8	Al. windows	20% received ; remaining will delevered by next week
165237	21.12.2020	1,2	grills	Will be delivered by next week
165238	22.12.2020	1 to 3	hammer	Will be delivered by next week
No. of gate passes issued this week:		nill	From No.	nill
Delivery van last site visit on:		31.12.2020 (salman)		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl.No. during the week	From No.	12898	To No.	14830
Items not ordered but received:				
Other corrections & remarks: we sent chipping machine for repairing purpose on 23.12.2020 .please send back that as soon as possible.				
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 rajakumarn@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!