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

Company:	Modi Realty Miryalaguda LLP	Date:	06.02.2021
Site:	AVR Gulmohar Homes	Prepared by:	K.Vijitha
Report From / To	31.01.2021 to 06.02.2021	Approved by:	Zakir
Report Date	06.02.2021		

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
165284	1.02.2021	1	8mm H glass with logo of project	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 be delivered by next week
165197	11.11.2020	1 to 37	CPVC	98% received ; remaining will be delivered by next week
165205	23.11.2020	3	Ace External Emulsion	80% received ; remaining will delivered by next week
165225	14.12.2020	1 to 3	MS Telescopic pole	Will be delivered by next week
165235	21.12.2020	1 to 8	Al. windows	20% received ; remaining will delivered by next week
165238	22.12.2020	1 to 3	hammer	Will be delivered by next week
165250	4.1.2021	1 to 5	Door frames	80% received ; remaining will delivered by next week
165251	4.01.2021	3,14,17,20,22	Cp fitting	80% received ; remaining will delivered by next week
165258	4.01.2021	2	Ace External Emulsion	90% received ; remaining will delivered by next week
165262	5.01.2021	1	Digital Camera	Online Purchase
165269	12.01.2021	1,4,5,8	Bathroom Tiles	40% received ; remaining will delivered by next week
165275	12.01.2021	1to 10	TAN Brown Granite materials	Will be delivered by next week
16281	29.01.2021	4,13	Bends & covers	90% received ; remaining will delivered by next week
165283	30.01.2021	1	Wall Cutting Blades	20% Received ; remaining will be delivered by next week

No. of gate passes issued this week:	nill	From No.	nill	To No.	nill
Delivery van last site visit on:	6.02.2021 (salman)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl.No. during the week	From No.	13370		To No.	14445

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	[signature]	[signature] 6/2/21	
Date			

Certified by:
K. Vijitha
Asst. Engineer
MODI REALTY (MIRYALAGUDA) LLP

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!