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

Company:	Modi Realty Miryalaguda LLP	Date:	06.03.2021
Site:	AVR Gulmohar Homes	Prepared by:	Zakir
Report From / To	27.02.2021 to 06.03.2021	Approved by:	
Report Date	06.03.2021		

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
165099	24.08.2020	1	Swimming pool filter equipment	Hold MD sir
165225	11-12-2020	1 to 3	MS Telescopic pole	Ready for supplies
165235	21.12.2020	1 to 8	Al. windows	45% 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	90% received ; remaining will delivered by next week
165257	5.01.2021	2	Pavers & parking tiles	80% received ; remaining will delivered by next week
165269	12.01.2021	1,4,5,8	Bathroom Tiles	90% received ; remaining will delivered by next week
165275	12.01.2021	1to 10	TAN Brown Granite materials	Will be delivered by next week
165296	11-02-21	1 to 8	AL.Windows	Ready for supplies Ready for supplies
165302	13-2-2021	1 to 2	Cladding tiles	Ready for supplies
165310	22-02-2021	1 to 09	Penal door	50% received ; remaining will delivered by next week
165311	23-02-2021	1 to 41	CPVC Materials	90% received ; remaining will delivered by next week
165312	23-02-2021	1 to 38	PVC materials	90% received ; remaining will delivered by next week
165313	23-02-2021	1 to 15	Eco Drain	90% received ; remaining will delivered by next week

No. of gate passes issued this week:	27-02-2021	From No.	1430	To No.	1340
Delivery van last site visit on:	06.03.2021 (salman)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl.No. during the week	From No.	14507	To No.	14510	

Items not ordered but received:

Other corrections & remarks: We have one gate pass date 27-02-2021.tills now not repairing .

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Raja	
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!