

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

Company:	ModiProperties pvt.ltd		Date:	20.03.2021
Site:	Mayflower Platinum		Prepared by:	k. Sravani
Report From / To	13.03.2021saturday to 19.03.2021 Friday		Approved by:	S.V.Subba Reddy
Report Date	20.03.2020			
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#
177134	18.11.2020	01	Ss railing 8mm toughned glass	Po to be issue
177297	19.01.2021	01	Executive bags	Online purchase
177387	16.02.2021	14	Sliding window	Po to be issue
177416	22.02.2021	01	Rolling Shutter with 1'6''	Po to be issue
177437	08.03.2021	01	Submersible pump	Po to be issue
177440	08.03.2021	01	Cc camera	Online purchase
177441	09.03.2021	02	U patti ,Gazette plate	Po to be issue
177459	15.03.2021	02	SS railing with 8mm glass	Requisition send to MD Approval
177460	15.03.2021	02	SS railing with 8mm glass	Po to be issue
177461	15.03.2021	02	MS railing	Po to be issue
177472	17.03.2021	03	Down commers	Po to be issue
177475	17.03.2021	01	L angle 6mm thickness	Po to be issue
177476	17.03.2021	01	Ss railing 8mm glass	Po to be issue
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 ^{\$}
177172	01.12.2020	01	5x3 Z angle templates	No stock At supplier SLLP
177384	15.02.2021	04	Panel doors	No stock At supplier
177392	19.02.2021	02	Panel doors	Half of the material we received remaining material we will pick up from SLLP next week
177395	19.02.2021	03	Malasian tiles HL,DK,	No stock At supplier SLLP
177404	19.02.2021	10	Grills	No stock At supplier SLLP
177410	20.02.2021	05	Modular sockets	Half of the material we received remaining material we will pick up from SLLP next week
177418	23.02.2021	01	Sqaure covers	Supplier Arrange the Material Delivered by next week
177428	24.02.2021	05	Panel doors	Half of the material we received remaining material we will pick up from SLLP next week
177447	11.03.2021	01	Vetrified tiles	Supplier Arrange the Material Delivered by next week
177450	13.03.2021	01	Distribution board	No stock At suppliers SLLP
177451	13.03.2021	01	Nylon rope	Supplier Arrange the Material Delivered by next week
177454	13.03.2021	04	Pvc pipes	Half of the material we received remaining material we

				will pick up from SSSLP next week		
177456	13.03.2021	01	Mastic Pads	No stock At suppliers SSSLP		
177458	15.03.2021	01	CP SQ Jaali without hole	Half of the material we received remaining material we will pick up from SSSLP next week		
177463	15.03.2021	09	Grills	No stock At suppliers SSSLP		
177465	15.03.2021	09	Grills	No stock At suppliers SSSLP		
177467	15.03.2021	09	Sliding windows	No stock At suppliers SSSLP		
177468	16.03.2021	01	Commercial ply wood sheet	Supplier Arrange the Material Delivered by next week		
177474	17.03.2021	01	MS box pipe 2mm thickness	Supplier Arrange the Material Delivered by next week		
Gate pass issued in this week			02	From no	3253	to 3254
Delivery van site visit on:						
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl. No. during the week		From No.	2814	To No.	2846	
Items not ordered but received: Nil						
Items sent to HO /vendor that are pending for repair: Nil						
Other corrections & remarks: Nil						
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign	S.V.Subba reddy		k.Sravani			
Date	20.03.2021		20.03.2021			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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!