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

Company:	Modi Reality Genome Valley LLP	Date:	20.03.2021
Site:	BRGV,	Prepared by:	Pushpalatha
Report From / To	13.03.2021 to 19.03.2021	Approved by:	Madhu
Report Date	20.03.2021		

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#**

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**
94774	05.03.2021	01,02	GI Long Bend, GI Ball Valve	Spoken with supplier, Material is ready and will get material by Monday through purchase vehicle.
94776	06.03.2021	01	Type 1 interlocking Bricks	Partly received from Supplier, On Requirement will get material.
94779	11.03.2021	01	Blue sheets	Material is in vehicle, will unload by today evening.
94780	16.03.2021	01	Anchor set chemical	Ready at SSLLP, Will get by Tuesday.

No. of gate passes issued this week:	NIL	From No.	-	To No.	-
Delivery van site visit on:	17th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	NIL	To No.		

Items not ordered but received: Nil

Items sent to HO /vendor that are pending for repair: Nil

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
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 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!