

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

Company:	Modi Realty Miryalaguda LLP	Date:	27.03.2021				
Site:	AVR Gulmohar Homes	Prepared by:	Roja				
Report From / To	22.03.2021 to 27.03.2021	Approved by:					
Report Date	27.03.2021						
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			
165314	05.02.2021	2	Visiting cards for names	Req. Sent for MD's approval.			
165317	10.03.2021	3	MS telescopic pole, Gazette Plate of pole, washers.	Req. Sent for MD's approval.			
165296	11-02-2021	1 to 8	AL Windows	Missing Req.			
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	Ready for supplies			
165235	21.12.2020	1 to 8	Al. windows	90% received ; remaining will 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			
165275	12.01.2021	1 to 10	TAN Brown Granite materials	Will be delivered by next week			
165310	22-02-2021	1 to 09	Penal door	50% received ; remaining will delivered by next week			
165324	19-03-2021	1	Earth beige	40% received ; remaining will delivered by next week			
165325	19-03-2021	1 to 5	Cuntry cafe	Ready for supplies			
165328	18-03-2021	1 to 2	Blade, Araldite	50% received ; remaining will delivered by next week			
165331	19-03-2021	1 to 3	Membrane, dozing chemicals	Ready for supplies			
No. of gate passes issued this week:			26-03-2021	From No.	NA	To No.	NA
Delivery van last site visit on:			26.03.2021 (salman)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?						Yes	
DC register Sl.No. during the week		From No.	14282	To No.	3663		
Items not ordered but received:							
Other corrections & remarks:							
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, 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. S 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!