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

Company:	Modi realty Mallapur LLP	Date:	10.04.2021
Site:	Gulmohar residency	Prepared by:	M.Likhitha
Report From / To	04.03.2021 to 10.04.2021 (Sunday to saturday)	Approved by:	Ram Prasad
Report Date	10.04.2021		

List of requisitions numbers missing in the report*:68901,68902

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	S.no	Item Description	Reason for not preparing PO/WO#
68826	09.03.2021	1	Urban wood natural	
68881	06.04.2021	1	Submerssible pump	
68891	06.04.2021	1	LAPTOP	
68892	06.04.2021	1	Drilling Machine	

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$
68758	08.02.2021	1	Panel door shutter	Po.No. 74797- No stock at SSLLP
68745	10.02.2021	1	MS Stand	Po.No. 74749- No stock at SSLLP
68782	22.02.2021	1	Pannel door shutters	Po.No. 75160- No stock at SSLLP
68784	23.02.2021	1	Blanco white	PO NO - 75149 No stock at SSLLP
68787	23.02.2021	1	Blanco white	PO NO - 75150 No stock at SSLLP
68789	23.02.2021	1	3'X4' Templates	PO NO - 75211 No stock at SSLLP
68800	24.02.2021	1	Panel doors	Po.No. 75174- No stock at SSLLP
68827	09.03.2021	1	Urban Wood natural	Po.No. 75686- No stock at SSLLP
68831	13.03.2021	1	MS Proportion Boxes	Po.No. 75686- No stock at SSLLP(1 pending)
68841	16.03.2021	1	Malaysian brown	Po.No. 75684- No stock at SSLLP
68866	24.03.2021	1	CPVC FTA	Po.No. 75941 No stock at SSLLP
68875	27.03.2021	1	Templates	Po.No. 76000- Next week delivery
68876	25.03.2021	1	Concealed flush tanks	Po.No. 76284- No stock at SSLLP
68877	01.04.2021	1	Granite	Po.No. 76087- No stock at SSLLP
68880	01.04.2021	1	PVC pipe	Po.No. 76099- No stock at SSLLP
68882	01.04.2021	1	Concealed flush tanks	Po.No. 76094- No stock at SSLLP
68885	02.04.2021	1	Epoxy Bond	Po.No. 76140-Supplier arranging for material
68886	02.04.2021	1	CPVC MTA	Po.No. 76160- Next week delivery
68887	02.04.2021	1	Templates	Po.No. 76114- Next week delivery
68894	06.04.2021	1	Panel door shutters	Po.No. 76314- Next week delivery
68895	06.04.2021	1	PVC Pipen1.2mm	Po.No. 76252- Next week delivery

68896	07.04.2021	1	CPVC pipe	Po.No. 76328- Next week delivery
68898	07.04.2021	1	COFFEE POWDER	Po.No. 76261- Next week delivery
68900	07.04.2021	1	Country Russo	Po.No. 76265- Next week delivery

,No. of gate passes issued this week:	05	From No.	2722	To	2726
Delivery van site visit on:	04.04.2021(sunday)OT,06.04.2021(Tuesday), 08.04.2021(thursday), 10.04.2021 (saturday)				

Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes

DC register Sl. No. during the week	From No.	3086	To No.	4025

Items not ordered but received: nil

Items sent to HO /vendor that are pending for repair: 2 motors (submerssible pumps)

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Rajendra	Likhith	
Date	10/04/21	10/4/21	

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!