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

Company:	Modi Realty Miryalaguda LLP	Date:	15-05-2021
Site:	AVR Gulmohar Homes	Prepared by:	Zakir
Report From / To	08-05-2021 to 15-05-2021	Approved by:	
Report Date	15-05-2021		

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
165360	26-05-2021	1	Clamshell Cards	PO to be issue
165362	28-04-2021	1 to 6	Fisher plugs	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
165235	21-12-2020	1	Al.Windows	90% received materials at site
165250	4.1.2021	1 to 4	Door frames	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
165310	22-02-2021	1 to 09	Panel door	80% received ; remaining will delivered by next week
165325	19-03-2021	1,2,4&5	Villa tiles	Ready to supplies
165334	26-03-2021	1&7	Windows grill	70% received ; remaining will delivered by next week
165335	26-03-2021	1&2	Utility tiles	Ready to supplies
165336	26-03-2021	11	Bathroom tiles	90% received materials at site
165345	09-04-2021	1 to 3	Al.Window	Ready to supplies
165347	16-04-2021	1 to 3	MS Railing	Ready to supplies
165351	20-04-2021	1 & 2	Armored cable	90% received materials at site
165355	23-04-2021	1to 4	Utility tiles	Ready to supplies
165361	28-04-2021	1 to 6	Z-Angle Templates	Ready to supplies
165365	07-05-2021	1 to 22	Consumable items	Ready to supplies
165367	07-05-2021	1 to 22	CP fitting	Ready to supplies
165368	07-05-2021	1 to 5	Sanitary fitting	Ready to supplies
165369	10-05-2021	1 to 4	Utility tiles	Ready to supplies

No. of gate passes issued this week:	Have	From No.	1434	To No.	1435
Delivery van last site visit on:	06-05-2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl.No. during the week	From No.	14618	To No.	14633	
Items not ordered but received:					
Other corrections & remarks: We have send 2HP Submersible pump for repairing purpose to SVR pump service center.					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Zakir		
Date			

Certified by
Asst. Project Manager/Engineer
Modi Realty (Miryalaguda) LLP

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumar@modiproperties.com every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written in 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!