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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	05-06-2021
Site:	Greenwood Heights	Prepared by:	N.Shravya
Report From / To	30-05-2021	Approved by:	A.Suresh
Report Date	05-06-2021		

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#
140539	26-04-2021	2	Macharla stone	PO not issued.
140586	21-05-2021	1-11	Channel brackets	PO not issued.
140588	25-05-2021	1-5	CC Cameras	PO not issued.
140595	01-06-2021	1	Center table	PO not issued.
140596	01-06-2021	1	Study table	PO not issued.

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
140526	12-04-2021	1-4	Snow white grout	PO No.76835, Sup:Praful sanitary, we wil get it from them by on Monday.
140551	28-04-2021	1-2	Z-Angles	PO No. 76808, Partial delivery,We will get it from SSLLP When material is available.
140575	19-05-2021	1	CC Rings	PO. No. 77207, local purchase, We will get it by Monday.
140576	21-05-2021	1	PVC Pipe	PO No.77240, Partial delivery, We will get it from SSLLP
140578	21-05-2021	4	Insulation Tape	PO No.77241, Partial delivery, We will get it from SSLLP
140580	21-05-2021	1-3	Z-angles	PO No.77292, We will get it from SSLLP
140585	21-05-2021	1-6	SS Screws	PO No.77266, We will get it from SSLLP.
140593	01-06-2021	1-16	Stationary	PO No.77370, We will get it from SSLLP.
140594	01-06-2021	1-8	Phenyl	PO No.77367, We will get it from SSLLP.

No. of gate passes issued this week:	0	From No.		To No.	
Delivery van site visit on:	31st -5th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase	Yes				
Items not ordered but received:					
Other corrections & remarks:					

Details of steel & cement stock

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod – kgs	Stock at site – no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74			
2.	10mm	.617	7.404			
3.	12mm	.89	10.68			
4.	16mm	1.58	18.96			
5.	20mm	2.47	29.64			
6.	25mm	3.86	46.32			
7.	32mm	6.32	75.84			
8.	Binding wire					

OPC stock	32 bags	OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock	

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	05-06-2021	05-06-2021	05-06-2021

APPROVED BY
05 JUN 2021
A. SURESH
PROJECT MANAGER

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 ompleting 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!

APPROVED BY

05 JUN 2021

A. SURESH
PROJECT MANAGER