

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

Company:	Modi Realty Miryalaguda LLP	Date:	05-06-2021			
Site:	AVR Gulmohar Homes	Prepared by:	Zakir			
Report From / To	29-05-2021 to 05-06-2021	Approved by:				
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		
165362	28-04-2021	1 to 6	Fisher plugs	PO to be issue		
165382	05-06-2021	3 to 6	Pavers	Missing Requisition		
165383	05-06-2021	1 to 8	Tiles	PO to be issue		
165384	05-06-2021	1 to 3	Tiles	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		
165250	4.1.2021	1 to 4	Door frames	90% received ; remaining will 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	95% received ; remaining will delivered by next week		
165324	05-06-2021	32 boxes	Earth beige tiles	90% material received at site		
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		
165351	20-04-2021	1 & 2	Armored cable	90% received materials at site		
165355	23-04-2021	1 to 4	Utility tiles	Ready to supplies		
165362	05-06-2021	1 to 6	Fisher plug and screw	Ready to supplies		
165365	07-05-2021	1 to 22	Consumable items	80% received material at site		
165369	10-05-2021	1 to 4	Utility tiles	Ready to supplies		
165370	19-05-2021	1	Road Blockers	Ready to supplies		
165374	26-05-2021	1 to 3	Paint materials	Ready to supplies		
165375	28-05-2021	1 to 2	Gate light	Ready to supplies		
165376	28-05-2021	1	Video door phone	Ready to supplies		
165378	05-06-2021	1 to 2	Parking tiles	Ready to supplies		
165379	05-06-2021	1	Spring wire	Ready to supplies		
165380	05-06-2021	1 to 4	Oxides	Ready to supplies		
165381	05-06-2021	1 to 2	Cards key rings	Ready to supplies		
No. of gate passes issued this week:		Have	From No.	1434	To No.	1435
Delivery van last site visit on:		02-06-2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl.No. during the week		From No.	14635	To No.	14658	
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						
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 rajkumar@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!