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

Company:	Modi Realty Miryalaguda LLP	Date:	25-06-2021
Site:	AVR Gulmohar Homes	Prepared by:	Zakir
Report From / To	12-06-2021 to 25-06-2021	Approved by:	
Report Date	25-06-2021		

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
165374	26-05-2021	1 to 3	Paint materials	PO to be issue
165403	25-06-2021	1	Stained concrete beige tiles	PO to be issue
165404	25-06-2021	1	Carara polished tiles	PO to be issue
~~165405~~	~~25-06-2021~~	~~1~~	~~Carara and urban~~ wood natural 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
165310	22-02-2021	1 to 09	Panel door	95% received ; remaining will delivered by next week
165324	05-06-2021	4	Earth beige tiles	90% material received at site
165334	26-03-2021	1&7	Windows grill	70% received ; remaining will delivered by next week
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	1to 4	Utility tiles	Tomorrow will be delivered
~~165365~~	~~07-05-2021~~	~~1 to 22~~	~~Consumable items~~	~~80% received material at site~~
165370	19-05-2021	1	Road Blockers	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
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
165383	05-06-2021	3 & 5	Tiles	Ready to supplies
165386	12-06-2021	1	2.5HP Cutter pump	Ready to supplies
165388	12-06-2021	1	Villa Railing	Ready to supplies
165391	12-06-2021	1 to 38	PVC pipes	Ready to supplies
165392	12-06-2021	1 TO 41	CPVC pipes	Ready to supplies
165390	12-06-2021	1	Bosch machine	Ready to supplies
165395	21-06-2021	1	Cement	Ready to supplies
165397	21-06-2021	1 to 2	Flat patti L angle	Ready to supplies
165398	21-06-2021	1	Altek Luppum	Ready to supplies
165362	28-04-2021	1 to 6	Fisher plugs	Ready to supplies
165296	11-02-21	1 to 8	AL.Windows	Ready to supplies
165393	21-06-2021	1 to 2	Tan brown granite	Ready to supplies
165394	21-06-2021	1 to 6	Villa tiles	Ready to supplies
165396	21-06-2021	1 to 9	Electrical pipes	Ready to supplies

No. of gate passes issued this week:	Have	From No.	1434	To No.	1435
Delivery van last site visit on:	13-06-2021				
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	

[redacted]

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 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!