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

Company:	Mehta&Modi Realty Kowkur LLP	Date:	10-07-2021
Site:	Greenwood Heights	Prepared by:	N.Shravya
Report From / To	04-07-2021	Approved by:	A.Suresh
Report Date	10-07-2021		

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.
140588	25-05-2021	1-5	CC Cameras	PO not issued.
140596	01-06-2021	1	Study table	PO not issued.
140598	03-06-2021	1	Ink for printers	PO not issued.
140616	11-06-2021	1	Carpet	Online purchase.
140618	11-06-2021	1	Wake fit Wlide book self	Requisition not found.
140619	11-06-2021	1	Wakefit sunny home	Online purchase.
140621	11-06-2021	1	Dark wal nut center table	Online purchase.
140629	12-06-2021	1	CC cameras towers	PO not issued.
140638	19-06-2021	1	Tea cup coasters	PO not issued.
140653	28-06-2021	1	TP-Link router	PO not issued.
140660	03-07-2021	12	Waterproof tape	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
140640	19-06-2021	6	Dust bin covers	PO No.77886,Partial delivery, we will get it from SSLLP when material is available.
140641	19-06-2021	3,4	A4 Size papers & covers	PO No.77888,Partial delivery, we will get it from SSLLP when material is available.
140658	03-07-2021	3,4,9	Stationary	PO No.78336,Sup:Venkataramana stationary & binding works, we will get it from them on Monday.
140659	03-07-2021	1-11	Stationary	PO No.78339,Sup:Venkataramana stationary & binding works, we will get it from them on Monday.
140659	03-07-2021	1	Curing pipes	PO No.78363,we will get it from SSLLP on Monday.
140661	03-07-2021	1-2	Wall cutting blades	PO No. 78364, Sup:shiv shakthi, we will get it from them on Monday.
140664	05-07-2021	3,12	CPVC	PO No.78355, Partial delivery, We will get it from SSLLP when material is available.

No. of gate passes issued this week:	0	From No.		To No.	
Delivery van site visit on:	29^{th} -03^{rd}				
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			

APPROVED BY
10 JUL 2021
A. SURESH
PROJECT MANAGER

Certified by:
N. Shravya
Asst. Engineer
MEHTA & MODI REALTY KOWKUR LLP

6.	25mm	3.86	46.32				
7.	32mm	6.32	75.84				
8.	Binding wire						
OPC stock	0 bags	OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock	
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		10-07-2021		10-07-2021		10-07-2021	

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!

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A. SURESH
PROJECT MANAGER

Certified by:
N. Shravya
Asst. Engineer
MEHTA & MODI REALTY KOWKUR LLP