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

Company:	Modi Realty Miryalaguda LLP	Date:	14-07-2021
Site:	AVR Gulmohar Homes	Prepared by:	Zakir
Report From / To	03-07-2021 to 14-07-2021	Approved by:	
Report Date	14-07-2021		

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
165413	14-07-2021	1 to 10	Panel doors clubhouse	PO to be issue
165419	12-07-2021	1 to 22	CP fitting	PO to be issue
165421	14-07-2021	1	A4 Papers	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
165351	20-04-2021	1 & 2	Armored cable	90% received materials at site
165355	23-04-2021	1to 4	Utility tiles	Ready to supplies
165365	07-05-2021	1 to 22	Consumable items	80% received material at site
165376	28-05-2021	1	Video door phone	Ready to supplies
165383	05-06-2021	3 & 5	Tiles	90% material received at site
165391	12-06-2021	1 to 38	PVC pipes	90% material received at site
165392	12-06-2021	1 TO 41	CPVC pipes	90% material received at site
165394	21-06-2021	5	Urban wood natural	95% material received at site
165397	21-06-2021	1 to 2	Flat patti L angle	80% material received at site
165399	03-07-2021	3	Urban wood natural	90% material received at site
165401	03-07-2021	2	Paint material	95% material received at site
165402	03-07-2021	1 to 4	Bathroom tiles	70% received ; remaining will delivered by next week
165408	03-07-2021	1 to 2	Bombay nails	Ready to supplies
165411	03-07-2021	1 to 2	Villa no.70 tiles	70% received ; remaining will delivered by next week
165412	03-07-2021	1	Villa no.60 tiles	Ready to supplies
165414	12-07-2021	1 to 9	Panel doors	Ready to supplies
165417	12-07-2021	1 to 3	Silk Grout	75% material received at site
165418	12-07-2021	1 to 22	Consumable materials	75% material received at site
165420	12-07-2021	1 to 5	Sanitary fitting	Ready to supplies

No. of gate passes issued this week:	Have	From No.	1435	To No.	1438
Delivery van last site visit on:	14-07-2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes
DC register Sl.No. during the week	From No.	146358		To No.	14718

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!