

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

Company:	Modi Realty Miryalaguda LLP	Date:	17-07-2021
Site:	AVR Gulmohar Homes	Prepared by:	Zakir
Report From / To	08-07-2021 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
165413	14-07-2021	1 to 10	Panel doors clubhouse
			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
165296	11-02-2021	1 to 8	AL-windows
165310	22-02-2021	1 to 09	Panel door
165334	26-03-2021	1&7	Windows grill
165351	20-04-2021	1 & 2	Armored cable
165355	23-04-2021	1to 4	Utility tiles
165376	28-05-2021	1	Video door phone
165383	05-06-2021	3	S.C.Grigio
165391	12-06-2021	1 to 38	PVC pipes
165392	12-06-2021	1 TO 41	CPVC pipes
165397	21-06-2021	1 to 2	Flat patti L angle
165401	03-07-2021	2	Paint material
165402	03-07-2021	2 to 3	Bathroom tiles
165408	03-07-2021	1 to 2	Bombay nails
165411	03-07-2021	1	Villa no.70 tiles
165412	03-07-2021	1	Villa no.60 tiles
165414	12-07-2021	1 to 9	Panel doors
165417	12-07-2021	1 to 3	Silk Grout
165418	12-07-2021	1 to 22	Consumable materials
165420	12-07-2021	1 to 5	Sanitary fitting
165419	12-07-2021	1 to 22	CP fitting
165421	14-07-2021	1	A4 Papers
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 2.5HP 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, ashaiva@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