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

Company:	Modi Realty Miryalaguda LLP	Date:	29-10-2021
Site:	AVR Gulmohar Homes	Prepared by:	Zakir
Report From / To	23-10-21 to 29-10-2021	Approved by:	
Report Date	29-10-2021		

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
165506	27-10-2021	1 to 3	Paint materials	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
165423	26-07-2021	1,23 &5	Z angle templates	Ready to supplies
165431	26-07-2021	1 & 3	Window grills	80% received ;
165448	23-08-2021	1	CC TV camera	Ready to supplies
165459	04-09-2021	1 to 12	Bathroom tiles	Ready to supplies
165460	04-09-2021	1 to 3	Utility Tiles	Ready to supplies
165461	04-09-2021	1to 6	Panel door	85% received ;
165463	03-09-2021	1 to 07	Windows grill	Ready to supplies
165468	07-09-2021	2	U.B.W light(4"x4')	Ready to supplies
165469	08-09-2021	1 to 12	Bathroom tiles	Ready to supplies
165486	26-09-2021	1 to 5	MS gate	Ready to supplies
165487	27-09-2021	1	Crack fill	Ready to supplies
165488	26-09-2021	1 to 6	Pavers & parkign	85% % Received
165491	30-09-2021	1 to 3	MS railing	Ready to supplies
165494	04-10-2021	1 to 9	Elect. Conducting	Ready to supplies
165495	4-10-2021	1 to 22	Switches	Ready to supplies
165497	07-10-2021	1 to 2	Gate lamps with light	Ready to supplies
165498	11-07-2021	1 to 3	Cutting machine	Ready to supplies
165499	12-10-2021	1 to 3	Door beading	Ready to supplies
165500	19-10-2021	1	HOT	Ready to supplies
165501	20-10-2021	1 to 2	Bombay nails	Ready to supplies
165502	20-10-2021	1to 4	SS screws	Ready to supplies
165504	23-10-2021	1 to 3	Plastic Gampa	Ready to supplies
165505	27-10-2021	1 to3	Paint materials	Ready to supplies

No. of gate passes issued this week:	Have	From No.	14873	To No.	14898
Delivery van last site visit on:	08-10-2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl.No. during the week	From No.	14924		To No.	14938

Items not ordered but received:

Other corrections & remarks: Drilling machine and cutting machine.for repairing purpose.

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!