

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

Company:	Modi Realty Miryalaguda LLP	Date:	29-11-2021
Site:	AVR Gulmohar Homes	Prepared by:	Zakir
Report From / To	26-11-21 to 29-11-2021	Approved by:	
Report Date	29-11-2021		
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
165526	24-11-2021	1 to 10	SS Name plate
165527	24-11-2021	1 to 11	SS name plate
			Po not issue
			Po not 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
165431	26-07-2021	1 & 3	Window grills
165459	04-09-2021	1 to 12	Bathroom tiles
165460	04-09-2021	1 to 3	Utility Tiles
165461	04-09-2021	1to 6	Panel door
165463	03-09-2021	1 to 07	Windows grill
165469	08-09-2021	1 to 12	Bathroom tiles
165500	19-10-2021	1	HOT
165508	27-10-2021	1 to 8	Electrical Wires
165509	27-10-2021	5	AL.fixed windows
165512	29-10-2021	1 to 09	CP materials
165511	28-10-2021	1 to 11	PVC materials
165513	01-11-2021	1 to 08	Sanitary materials
165519	13-11-2021	1	RCC cover
165521	15-11-2021	1	Urban wood natural
165524	23-11-2021	1 to 6	MS gate
165532	24-11-2021	1 to 2	Coffee powder
165535	24-11-2021	1	Steel cutting blade
			Ready to supplies
No. of gate passes issued this week:			
Delivery van last site visit on:	Have	From No.	To No.
	27-10-2021	1440	1445
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			
DC register Sl.No. during the week			Yes
From No.		15017	To No.
			15040
Items not ordered but received:			
Other corrections & remarks: Two 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 rajumam@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!