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

Company:	ModiProperties pvt.ltd		Date:	13.03.2021
Site:	Mayflower Platinum		Prepared by:	k. Sravani
Report From / To	06.03.2021saturday to 11.03.2021 Friday		Approved by:	S.V.Subba Reddy
Report Date	13.03.2020			
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#
177134	18.11.2020	01	Ss railing 8mm toughned glass	Po is not issue
177297	19.01.2021	01	Executive bags	Online purchase
177387	16.02.2021	14	Sliding window	Po is not issue
177416	22.02.2021	01	Rolling Shutter with 1'6''	Po is not issue
177437	08.03.2021	01	Submersible pump	Po is not issue
177440	08.03.2021	01	Cc camera	Online purchase
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$
177172	01.12.2020	01	5x3 Z angle templates	No stock At supplier SSLLP
177287	13.01.2020	04	Reber couples	Threading machine to be receive
177349	04.02.2021	01	Tan brown Granite	No stock At supplier SSLLP
177353	05.02.2021	01	Vertified tiles	Half of the material we received remaining supplier arrange the material delivered by next week
177366	09.02.2021	01	Spacers	Half of the material we received remaining material we will pick up from SSLLP next week
177384	15.02.2021	04	Panel doors	No stock At supplier SSLLP
177390	17.02.2021	04	White cement,putty,bleaching powder	Half of the material we received remaining material we will pick up from SSLLP next week
177392	19.02.2021	02	Panel doors	Half of the material we received remaining material we will pick up from SSLLP next week
177404	19.02.2021	10	Grills	No stock At supplier SSLLP
177410	20.02.2021	05	Modular sockets	Half of the material we received remaining material we will pick up from SSLLP next week
177411	20.02.2021	01	MS Round pipe	Supplier Arrange the Material Delivered by next week
177417	22.02.2021	01	5x4 Z angle template	No stock At supplier SSLLP
177418	23.02.2021	01	Sqaure covers	Supplier Arrange the Material Delivered by next week
177428	24.02.2021	05	Panel doors	No stock At supplier SSLLP
177435	08.03.2021	09	General items	Supplier Arrange the Material Delivered by next week from SSLLP
177436	08.03.2021	03	Lappam patti	Supplier Arrange the Material Delivered by next week
177441	09.03.2021	02	U patti ,Gazette Plate	Supplier Arrange the Material Delivered by next week

Gate pass issued in this week	04	From no	2698	to	3251
Delivery van site visit on:	6th ,8th ,9th ,12th				

Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes

DC register Sl. No. during the week	From No.	2795	To No.	2809

Items not ordered but received: Nil

Items sent to HO /vendor that are pending for repair: Nil

Other corrections & remarks: Nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	S.V.Subba reddy	k.Sravani	
Date	13.03.2021	13.03.2021	

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 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!