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

Company:	ModiProperties pvt.ltd	Date:	23.01.2021
Site:	Mayflower Platinum	Prepared by:	k. Sravani
Report From / To	16.01.2021saturday to 22.01.2021 Friday	Approved by:	S.V.Subba Reddy
Report Date	23.01.2020		

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	Document is in estimation
177219	19.01.2021	01	Key boxes	Online purchase
177287	13.01.2021	04	Rebar couples	Rates enquiry
177291	16.01.2021	15	Base channel clamp	Po is not issue
177296	18.01.2021	01	TP Link router	Online purchase
177297	19.01.2021	01	Executive bags	Online purchase
177301	19.01.2021	27	Pvc pipes	Po is 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	Details of discussion with supplier$
177166	01.12.2020	01	classic dyna	Half of the material we received ,remaining we will pick on next week
177172	01.122020	01	5x3 z angle template	No stock at supplier SSLLP
177264	05.01.2021	07	Sliding window upvc	Work under progress
177265	05.01.2021	06	Grill s	No stock at supplier SSLLP
177267	06.01.2021	04	Safety shoes	Supplier Arrange The material delivered on next week
177269	07.01.2021	04	Panel doors ,hinges ,locks	Half of the material we received ,remaining we will pick on Monday
177270	10.01.2021	03	Door beedings	Stock available at SSLLP will pick on Monday
177279	10.01.2021	10	Pvc pipes end cap,doube socket	Half of the material we received ,remaining we will pick on next week
177281	11.01.2021	01	Cement hume pipe	Supplier Arrange The material delivered on today
177290	16.01.2021	14	Pvc pipes	Stock available at SSLLP will pick on Monday
177293	18.01.2021	03	Doors beeding	Stock available at SSLLP will pick on Monday
177300	19.01.2021	03	Distribution boards	Stock available at SSLLP will pick on Monday

Gate pass issued in this week	04	From no	2666	to	2669
Delivery van site visit on:	18^{th} ,20^{th} ,23^{rd}				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	2517	To No.	2572	
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	23.01.2021	23.01.2020	

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!