

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

Company:		ModiProperties pvt.ltd		Date:	30.01.2021
Site:		Mayflower Platinum		Prepared by:	k. Sravani
Report From / To		23.01.2021saturday to 29.01.2021 Friday		Approved by:	S.V.Subba Reddy
Report Date		30.01.2020			
List of requisitions numbers missing in the report*: 177308					
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	
177296	18.01.2021	01	TP Link router	Online purchase	
177297	19.01.2021	01	Executive bags	Online purchase	
177320	27.01.2021	01	Inwall Tank	Document is in estimation	
177323	27.01.2021	15	Base channel clamps	Document is in estimation	
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 ^s	
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	
177279	09.01.2021	02	Pvc D/S 4 '4'', Pvc D/S pipe,4'3''	No stock at supplier SSLLP	
177291	16.01.2021	03	U bolt type clamp	No stock at supplier SSLLP	
177305	21.01.2021	04	Kitchen dado,country alomond,contry caffee	Stock Available at MPL we will pick on Next week	
177309	22.01.2021	02	Cpvc pipe, Tee reducer	No stock at supplier SSLLP	
177314	23.01.2021	01	Wire Rope	Work under progress	
177315	23.01.2021	7	Bathroom tiles ultra ,Jaipure,Mahar aj beige	Half of the material we received, Remaining we will pick up on Monday	
177316	23.01.2021	01	Wipro LED Flood light	Half of the material we received, Remaining we will pick up on Monday	
177317	25.01.2021	01	WPC Door Frame	No stock at supplier	
177319	25.01.2021	09	Cu multistand wire	Suuplier Arrange the Material Deliver by next week	
177321	27.01.2021	14	Cpvc pipes	Stock Available at SSLLP we will pick on Next week	
177322	27.01.2021	21	PVC Pipes	Stock Available at SSLLP we will pick on Next week	

Gate pass issued in this week	7	From no	2671	to	2677
Delivery van site visit on:	25 th , 27 th , 28 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	2573	To No.	2602	
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	30.01.2021	30.01.2020			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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!