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

Company:	ModiProperties pvt.ltd	Date:	06.02.2021
Site:	Mayflower Platinum	Prepared by:	k. Sravani
Report From / To	30.01.2021Saturday to 05.06.2021 Friday	Approved by:	S.V.Subba Reddy
Report Date	06.02.2020		

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
177297	19.01.2021	01	Executive bags	Online purchase
177342	02.02.2021	01	Sim based router	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$
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
177305	21.01.2021	04	Kitchen dado,country alomond,contry caffee	Available at MPL we will pick on Next week
177309	22.01.2021	02	Cpvc pipe, Tee reducer	No stock at supplier SSLLP
177315	23.01.2021	7	Bathroom tiles ultra ,Jaipure,Maharaj beige	Half of the material we received, Remaining we will pick form MPL
177319	25.01.2021	02	3/20black ,7/20black	Supplier arrange the material delivered by next week
177320	27.01.2021	01	Flush tanks	Half of the material we received, Remaining we will pick form SSLLP
177321	27.01.2021	04	Cpvc pipes	Half of the material we received, Remaining we will pick form SSLLP
177322	27.01.2021	03	Pvc pipes	Half of the material we received, Remaining we will pick form SSLLP
177329	30.01.2021	06	Pvc pipes	Half of the material we received, Remaining we will pick form SSLLP
177330	30.01.2021	04	Cpvc pipes	Half of the material we received, Remaining we will pick form SSLLP
177331	30.01.2021	01	Recron packets	Half of the material we received, Remaining we will pick form SSLLP
177334	01.02.2021	01	Spacers	No stock at supplier SSLLP
177335	01.02.2021	01	Ms round pipe	Supplier arrange the material delivered by next week

177336	02.02.2021	04	Kitchen dado tiles	Half of the material we received, Remaining we will pick form MPL
177340	02.02.2021	09	Z angle templates	Material is ready we will received from SOV next week
177341	02.02.2021	01	Flexible pipe	Half of the material we received, Remaining we will pick form SSLLP

Gate pass issued in this week	03	From no	2678	to	2680
Delivery van site visit on:	28th ,30th ,03rd 5th				

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.	2635

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	06.02.2021	06.02.2020	

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!