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

Company:	ModiProperties pvt.ltd	Date:	13.02.2021
Site:	Mayflower Platinum	Prepared by:	k. Sravani
Report From / To	06.02.2021Saturday to 12.02.2021 Friday	Approved by:	S.V.Subba Reddy
Report Date	13.02.2020		

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	Online purchase
177352	05.02.2021	01	Cemara	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	01.122020	01	5x3 z angle template	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
177336	02.02.2021	04	Kitchen dado tiles	Half of the material we received, Remaining we will pick form MPL
177340	02.02.2021	03	Z angle templates	No stock at supplier SSLLP
177347	04.02.2021	05	Panel doors ,hinges,locks	Half of the material we received, Remaining we will pick form SSLLP
177348	04.02.2021	04	Panel doors ,hinges,locks	No stock at supplier SSLLP
177349	04.02.2021	02	Tan brown Granite	Half of the material we received, Remaining we will pick form SSLLP
177353	05.02.2021	01	Virtified tiles	Supplier Arrange the Material delivered by next week
177359	08.02.2021	02	PVC false ceiling white color	No stock at supplier SSLLP
177360	08.02.2021	08	Bath rooms tiles	Half of the material we received, Remaining we will pick form MPL
177366	09.02.2021	01	Spacers	Material is ready we will pick up form SSLLP on next week

Gate pass issued in this week	06	From no	2681	to	2686
Delivery van site visit on:	7^{th} ,9^{th} ,10^{th} ,12^{th}				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				

DC register Sl. No. during the week		From No.	2636	To No.	2660
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 .02.2021		13.02.2020		

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!