

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

Company:		ModiProperties pvt.ltd		Date:	06.03.2021
Site:		Mayflower Platinum		Prepared by:	k. Sravani
Report From / To		27.02.2021saturday to 05.03.2021 Friday		Approved by:	S.V.Subba Reddy
Report Date		06.03.2020			
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#	
177035	17-10-2020	1	Executive bags	On line purchase	
177134	18.11.2020	01	Ss railing 8mm toughned glass	Po is not issue	
177416	22.02.2021	01	Rolling Shutter with 1'6''	Po is not issue	
177418	23.02.2021	01	Square covers	Document is 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\$	
177172	01.12.2020	01	5x3 Z angle templates	No stock At supplier SLLP	
177287	13.01.2020	04	Reber couples	Threading machine to be receive	
177349	04.02.2021	01	Tan brown Granite	No stock At supplier SLLP	
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 SLLP next week	
177384	15.02.2021	04	Panel doors	No stock At supplier SLLP	
177388	17.02.2021	03	Sponges ,Bombay brooms ,janatha paste	Half of the material we received remaining material we will pick up from SLLP next week	
177389	17.02.2021	07	General items	Half of the material we received remaining material we will pick up from SLLP next week	
177390	17.02.2021	04	White cement,putty,bleach ing powder	Half of the material we received remaining material we will pick up from SLLP next week	
177392	19.02.2021	02	Panel doors	Half of the material we received remaining material we will pick up from SLLP next week	
177395	19.02.2021	12	Bathroom tiles	We will pick up from vista	
177404	19.02.2021	10	Grills	No stock At supplier SLLP	
177410	20.02.2021	05	Modular sockets	No stock At supplier SLLP	
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 SLLP	
177421	23.02.2021	08	Pvc pipes	Half of the material we received remaining material we will pick up from SLLP next week	
177424	24.02.2021	01	Spacers	No stock At supplier SLLP	
177427	24.02.2021	02	Red/black oxide	Material is ready we will pick up from SLLP On next week	

177428	24.02.2021	05	Panel doors		No stock At supplier SLLP		
Gate pass issued in this week			04	From no	2694	to	2697
Delivery van site visit on:			27 th ,1 st ,3 rd ,5 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes		
DC register Sl. No. during the week	From No.	2756			To No.	2794	
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		06.03.2021		06.03.2021			

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