

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

Company:	ModiProperties pvt.ltd	Date:	20.02.2021
Site:	Mayflower Platinum	Prepared by:	B.Nandini
Report From / To	13.02.2021 Saturday to 19.02.2021 Friday	Approved by:	S.V.Subba Reddy
Report Date	20.02.2021		

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	1	SS Railing	Estimate with MD for approval
177287	13.01.2021	1	Rebar couples/threads	Threading machine to be receive
177386	16.02.2021	1 to 15	Sliding windows	Requisition sent to MD's approval
177387	16.02.2021	1 to 15	Sliding windows	Not Showing in Database

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 <sup>s</sup>
177172	01.12.2020	3	Templates 5'x3'	No stock at supplier
177297	19.01.2021	1	Executive Bags	Online purchase
177305	21.01.2021	1,2,4,5	Tiles	Stock available at supplier we will be receiving on Monday
177315	23.01.2021	1 to 4	Tiles	No stock at supplier
177336	01.02.2021	1 to 6	Tiles	Stock available at supplier we will be receiving on Wednesday
177347	04.02.2021	1 to 9	Modular skin door	Received partial material,Stock available at supplier remaining material we will be receiving on Monday
177349	04.02.2021	1	Tan brown granite 8'3"x9"	No stock at supplier
177353	05.02.2021	4	Vetrified tiles Bibilos 600mmx600mm	No stock at supplier expected delievery in next week
177359	08.02.2021	1,2	PVC False ceiling & U patti	Advance Payment not received by supplier
177360	08.02.2021	1 to 4	Tiles	No stock at supplier
177366	09.02.2021	1	Spacers	Stock available at supplier we will be receiving on Monday
177369	10.02.2021	1	Tan Brown Granite 6'x2'	No stock at supplier
177370	10.02.2021	1,2	PVC False ceiling & U patti	Advance Payment not received by supplier
177373	10.02.2021	17	PVC Door Y 3"	No stock at supplier
177376	12.02.2021	1	Panel doors 38"x80",SS m lock,SS hinges,Door stopper	No stock at supplier

177381	13.02.2021	1 to 3	MS round pipe,MS patti	Stock available at supplier we will be receiving on Monday		
177382	15.02.2021	1	Air blower	Online purchase		
177384	15.02.2021	1 to 9	Panel doors 38"x80",SS m lock,SS hinges,Door stopper	No stock at supplier		
177388	17.02.2021	1,2,6	Sponges,Bombay Brooms,Janatha paste	No stock at supplier		
177389	17.02.2021	3,5,6,7,10,12,15	Cleaning material	Partial material delivered remaining no stock at supplier		
177390	17.02.2021	1 to 11	Chalk piece,curing pipe,blue sheet,etc	Stock available at supplier we will be receiving on Monday		
Gate pass issued in this week			From no	2687	To no	2690
Delivery van site visit on:			13 <sup>th</sup> ,15 <sup>th</sup> ,17 <sup>th</sup> ,18 <sup>th</sup>			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl. No. during the week		From No.	2661	To No.	2708	
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		B.Nandini			
Date	20.02.2021		20.02.2021			

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