

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

Company:		ModiProperties pvt.ltd		Date:	27.02.2021
Site:		Mayflower Platinum		Prepared by:	B.Nandini
Report From / To		20.02.2021 Saturday to 26.02.2021 Friday		Approved by:	S.V.Subba Reddy
Report Date		27.02.2021			
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#	
177287	13.01.2021	1	Rebar couples/threads	Threading machine to be receive	
177387	16.02.2021	1 to 15	Sliding windows	Requisition sent to MD's approval	
177401	19.02.2021	1 to 8,11,12	Gi Threaded rod ,GI round nut,anger fastener,etc	PO made only for butterfly valve and MS Flange remaining material has no PO made	
177407	20.02.2021	2	Gazette plates	No PO made for one material	
177416	22.02.2021	1	Rolling shutter	Requisition sent to MD's approval	
177423	23.02.2021	1 to 14	Base channel clamp,U bolt	Requisition sent to MD's approval	
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	3	Templates 5'x3'	No stock at supplier (SSLLP)	
177297	19.01.2021	1	Executive Bags	Online purchase (SSLLP)	
177305	21.01.2021	1,2,4,5	Flooring ,dado Tiles	Stock available at supplier we will be receiving on Monday (SSLLP)	
177315	23.01.2021	1 to 4	Bathroom Tiles	No stock at supplier (SSLLP)	
177336	01.02.2021	1 to 6	Flooring ,dado Tiles	Stock available at supplier we will be receiving on Wednesday (SSLLP)	
177348	04.02.2021	1 to 9	Modular skin door	Received partial material,Stock available at supplier remaining material we will be receiving on Monday (SSLLP)	
177349	04.02.2021	1	Tan brown granite 8'3"x9"	No stock at supplier (SSLLP)	
177353	05.02.2021	4	Vetrified tiles Bibilos 600mmx600mm	Stock available supplier expected delievery in next week (Ganesh tiles & Sanitary)	
177360	08.02.2021	1 to 4	Bath room Tiles	Partial Stock available at supplier we will be receiving on Monday (SSLLP)	
177366	09.02.2021	1	Spacers	Stock available at supplier we will be receiving on Monday (SSLLP)	
177373	10.02.2021	17	PVC Door Y 3"	No stock at supplier (SSLLP)	
177376	12.02.2021	1	Panel doors 38"x80",SS m lock,SS hinges,Door stopper	No stock at supplier (SSLLP)	

177381	13.02.2021	3	MS flat patti	Stock available at supplier we will be receiving on Monday (Dilpreet tubes)			
177384	15.02.2021	1 to 9	Panel doors 38"x80",SS m lock,SS hinges,Door stopper	No stock at supplier (SLLP)			
177388	17.02.2021	1,2,4	Sponges,Bombay Brooms,Janatha paste	Partially delievered remaining no stock at supplier (SLLP)			
177389	17.02.2021	3,5,6,7,10,12,15	Cleaning material	Partial material delievered remaining stock available at supplier we will be receiving on Monday (SLLP)			
177390	17.02.2021	1,6,7,8	Chalk piece,green hose pipe,blue sheet.	Stock available at supplier we will be receiving on Monday (SLLP)			
177392	19.02.2021	1 to 5	Panel doors	Partial material delievered remaining stock available at supplier we will be receiving on Monday (SLLP)			
177394	19.02.2021	1	Inwall tank	Partial material delievered remaining stock available at supplier we will be receiving on Monday (SLLP)			
177395	19.02.2021	1 to 12	Bathroom Dado Tiles	No stock at supplier (SLLP)			
177396	19.02.2021	1 to 5	Flooring Tiles	Stock available at supplier we will be receiving on Monday (SLLP)			
177397	19.02.2021	1	MS Flat patti	Stock available at supplier we will be receiving on Monday (Shah traders)			
177400	19.02.2021	6,7	MS Sheet dummy	No stock at supplier (Shah traders)			
177403	19.02.2021	2	Ring binder files	Stock available at supplier we will be receiving on Monday (SLLP)			
177404	19.02.2021	1 to 9	Grills	Partial stock available at supplier we will be receiving on Monday (SLLP)			
177405	19.02.2021	10,18	Double socket pipe 10' 3",bend plain 4"	Partial material delievered remaining stock available at supplier we will be receiving on Monday (SLLP)			
177406	19.02.2021	1 to 13	CPVC pipe,stop cock ,tee,etc	Partial material delievered remaining stock available at supplier we will be receiving on Monday (SLLP)			
177408	20.02.2021	2 to 4	Junction box,pvc bend,tape	Partial material delievered remaining stock available at supplier we will be receiving on Monday (SLLP)			
177410	20.02.2021	2,4,6,8,11,17	Modular plate,FP isolator,MCB,modu lar socket	Partial material delievered remaining stock available at supplier we will be receiving on Monday (SLLP)			
177411	20.02.2021	1	MS Round pipe	Stock available at supplier we will be receiving on Monday (Dilpreet tubes)			
177413	20.02.2021	1 to 17	GI Nipple,GI pipe,GI elbow	Stock available at supplier we will be receiving on Monday (Ganesh tubes)			
177414	20.02.2021	1 to 17	GI Nipple,GI elbow,GI Nipple	Stock available at supplier we will be receiving on Monday(Ganesh tubes)			
177415	20.02.2021	1 to 18	GI Nipple,GI elbow,GI Nipple	Stock available at supplier we will be receiving on Monday(Ganesh tubes)			
177418	23.02.2021	1	GI square covers	PO is not opening			
177421	23.02.2021	1 to 20	PVC material	Stock available at supplier we will be receiving on Monday (SLLP)			
177422	23.02.2021	1 to 15	CPVC material	Stock available at supplier we will be receiving on Monday (Praful Sanitary),(SLLP)			
Gate pass issued in this week				From no	2691	To no	2692

Delivery van site visit on:		20 th ,22nd,26th.		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes	
DC register Sl. No. during the week	From No.	2709	To No.	2754
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	27.02.2021	27.02.2021		

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!