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

Company:	Modi Realty Miryalguda LLP	Date:	24-01-2022
Site:	AVR Gulmohar Homes	Prepared by:	Zakir
Report From / To	13-01-22 to 22-01-2022	Approved by:	
Report Date	24-01-2022		

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
165561	20-01-22	1 to 41	CPVC Materials	PO not issue
165562	20-01-22	1 to 38	PVC Materials	PO not issue
165563	20-01-22	1 to 22	CP materials	PO not issue
165564	20-01-22	1 to 6	Sanitary Materials	PO 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
165460	04-09-2021	1 to 3	Utility Tiles	Ready to supplies
165512	29-10-2021	1 to 09	CP materials	80% received
165513	29-10-2021	6	Wash basin Pedestal	Ready to supplies
165521	15-11-2021	1	Urban wood light	50% Received
165540	03-12-2021	1 to 12	PVC materials	Ready to supplies
165544	13-12-2021	1 to 13	Wires	Ready to supplies
165546	14-12-2021	1	SS Ralling	Ready to supplies
165548	18-12-2021	1to 4 and 6	Al. Windows	Ready to supplies
165552	27-1-2021	1	Kitchen Sink	50% Received
165555	28-12-2021	1 to 4	Utility tiles	Ready to supplies
165556	29-12-2021	1 to 22	Electrical switches	80% received
165558	12-01-22	1 to 3	Paint materials	Ready to supplies
165560	13-01-22	6	Pavers	95% received

No. of gate passes issued this week:	Have	From No.	15087	To No.	15103
Delivery van last site visit on:	22-01-2022				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl.No. during the week	From No.	15135		To No.	15145
Items not ordered but received:					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Zakir		
Date			

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 DC's / 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!