

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

Company:	Modi Realty Miryalguda LLP	Date:	28-02-2022		
Site:	AVR Gulmohar Homes	Prepared by:	Zakir		
Report From / To	21-02-22 to 28-02-2022	Approved by:			
Report Date	28-02-2022				
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	
165576	11-02-2022	1 to 13	Wires	PO not issue	
165577	11-02-22	7	Wall mounted urinal	PO not issue	
165580	11-02-2022	1	Pressure Machine	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	85% received	
165512	29-10-2021	1 to 09	CP materials	95% received	
165513	29-10-2021	6	Wash basin Pedestal	95% Received	
165540	03-12-2021	1 to 12	PVC materials	90% Received	
165550	23-12-2021	6	Al. fixed windows		
165544	13-12-2021	1 to 13	Wires	Ready to supplies	
165562	21-01-2021	1 to 13	PVC materials	9090% Received % Received	
165563	20-01-22	1 to 22	CP materials	Ready to supplies	
165564	20-01-22	1 to 6	Sanitary Materials	Ready to supplies	
165570	29-01-22	1 to 7	Windows grill	Ready to supplies	
165572	31-01-22	1 to 9	Panel door	Ready to supplies	
165577	11-02-22	6	Wash basin Pedestal	95% Received	
165579	11-02-22	1 to 6	Gate Material	Ready to supply	
No. of gate passes issued this week:	Have	From No.	1448	To No.	1449
Delivery van last site visit on:	26-02-2022				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl.No. during the week	From No.	15178	To No.	15182	
Items not ordered but received:					
Other comments & remarks:					
Details	Project Manager	Admin Officer/Manager	Admin Audit		
Sign-					

Assd Project Manager/Engineer

Modi Realty Miryalguda LLP
 1. Send this report to purchase@modiproperties.com, eshaiva@modiproperties.com and rahulm@modiproperties.com on every Saturday. 2. Admin offices shall not leave the site without completing this report. 3. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 4. Mention PO & MRN no. on DCs / bills. 5. Report to be signed by Admin manager & Project manager at site and filed at site. 6. #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!