

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

Company:	Modi Realty Miryalguda LLP	Date:	8-03-2022					
Site:	AVR Gulmohar Homes	Prepared by:	Zakir					
Report From / To	28-02-22 to 08-03-2022		Approved by:					
Report Date	08-03-2022							
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				
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				
165550	23-12-2021	6	A.I. fixed windows	95% Received				
165570	29-01-22	1	Windows grill	95% Received				
165572	31-01-22	1 to 9	Panel door	Ready to supplies				
165581	26-02-22	6	Urban wood light	Ready to supplies				
165382	28-02-22	1	MS Railing	Ready to supplies				
No. of gate passes issued this week:			Have	From No.	1450	To No.	9901	
Delivery van last site visit on:			05-03-2022					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?							Yes	
DC register Sl.No. during the week			From No.	15182		To No.	15189	
Items not ordered but received:								
Other corrections & remarks:								
Certified by								
Details		Project Manager		Admin Officer/Manager			Admin Audit	
Sign								
Date		Asst. Project Manager/Engineer						

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