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

Company: Site:	GV Discovery center pvt.ltd Genopolis	Date: Prepared by:	26.03.2022 Vineetha reddy
Report From / To	20-03-2022 to 26-03-2022 (Sunday to Saturday)	Approved by:	Narsing Rao
Report Date	26-03-2022		

List of requisitions numbers missing in the report*: 01 (req no 13492)

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#

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.
13452	21-01-2022	04	Glass door	supplier need 2 more days for delivery.
13455	17-01-2022	1- 4	Safety shoes	Ready with supplier.
13441	28-01-2022	01	L patti	Site misplaced.
13493	28-02-2022	01	Nylon cricket net	Ready with supplier.
13469	07-02-2022	1&2	Ms rolling shuters and gear box	supplier need 2 more days for delivery.
196003	16-03-2022	01	Rmc	As per project manager request.

No. of gate passes issued this week:	0	From No.	-	To No.	-
Delivery van site visit on:	23 rd.				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				

Items not ordered but received:

Other corrections & remarks:

Details of steel & cement stock

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod – kgs	Stock at site – no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74	253	1200	1200
2.	10mm	.617	7.404	80	592	592
3.	12mm	.89	10.68	54	576	1068
4.	16mm	1.58	18.96	650	12340	12340
5.	20mm	2.47	29.64	24	711	2786.16
6.	25mm	3.86	46.32	0	0	0
7.	32mm	6.32	75.84	20	1516	1516
8.	Binding wire				33	38
OPC stock		**OPC last weeks stock**		**PPC/PSC stock**	0	**PPC/PSC last weeks stock** 0

Details	**Project manager**	**Admin Officer/Manager**	**Admin Audit**
Sign	[illegible]	R. vineetha	
Date	26-03-2022	26-03-2022	26-03-2022

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!