

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

Company:	Silver Oak Villas part-III	Date:	16-04-2022			
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani			
Report From / To	08-04-2022 to 16-04-2022(fri to sat)	Approved by:	K Purshotham			
Report Date	16-04-2022					
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 [#]		
184008	10-03-2022	1-5	Powder coated grills			
184009	10-03-2022	1-5	Powder coated grills			
184015	15-03-2022	1-11	Crema marfil			
184052	29-03-22	1-8	UPVC windows			
184056	30-03-22	1	Pad Locks			
184070	06-04-22	1	Breathing Analyzer			
184079	11-04-22	1	Electrical Wires			
184080	11-04-22	1	Magnifying Glass			
184081	11-04-22	1	Electrical Conducting internal			
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 ⁵		
183987	05-03-22	1-4	UPVC windows	Supplier delivery by Tuesday		
183994	07-03-2022	1-4	UPVC windows	Supplier delivery by Tuesday		
184003	10-03-2022	1	MI cameras	Delivery by wednesday		
184013	12-03-22	1-5	WPC door frames	Stock available delivery by tuesday		
184014	14-03-22	1	UPVC windows	Supplier delivery by monday		
184017	16-03-22	1	Concealed Flush tanks	Stock not available		
184030	21-03-2022	1-8	UPVC windows	Supplier fix the windows by Thursday		
184034	21-03-22	1-4	WPC door frames	Stock available delivery by tuesday		
184038	24-03-22	1-8	UPVC windows	Supplier fix the windows by Thursday		
184039	24-03-22	1-8	UPVC windows	Supplier fix the windows by Thursday		
184040	24-03-22	1-8	UPVC windows	Supplier fix the windows by Thursday		
184049	26-03-22	1-4	UPVC Windows	Material available delivery by tuesday		
184058	30-03-22	1-8	UPVC Windows	Material available delivery by Thursday		
184061	3-03-22	1-9	Panel Doors	Material available delivery by monday		
184062	01-04-22	1	Pendrive	Material available delivery by monday		
184064	07-04-22	1	Tandoor Stones	Material available delivery by Thursday		
184065	04-04-22	1-2	Plumbing material	Material available delivery by tuesday		
184069	06-04-22	1-8	UPVC Windows	Material available delivery by tuesday		
184078	11-04-22	1	Door Hinges	Material available delivery by tuesday		
184083	11-04-22	1-16	Electrical switches	Material available delivery by tuesday		
184084	11-04-22	1	WPC panal doors and hardware	Material available delivery by tuesday		
No. of gate passes issued this week:		2/ 5	From No.	9603 To No. 9604		
Delivery van site visit on:1		09-04-22 ,11-04-22, 13-04-22				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
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	-	-	

10mm	617	7.404	-	-	
12mm	.89	10.68	-	-	
16mm	1.58	18.96	-	-	
20mm	2.47	29.64	-	-	
25mm	3.86	46.32	-	-	
32mm	6.12	75.84	-	-	
Binding wire			Nil	Nil	Nil
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	425
Details		Project Manager		Admin Officer/Manager	PPC/PSC last weeks stock
Sign					519
Date		16-04-2022		16-04-2022	Admin Audit

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumar@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!

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

Company:	MHPI SOV			Date:	16-04-2022	
Site:	Silver Oak Villas part-III			Prepared by:	K. Tulasi Rani	
Report From To:	08-04-2022 to 16-04-2022 (fr to sat)			Approved by:	K. Purushotham	
Report Date:	16-04-2022					
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		
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		
185153	07-03-2022	1	Hexagonal pole with arms	Supplier delivery by Thursday		
185171	07-04-2022	1	Silver Oak Plants	Supplier delivery by Monday		
No. of gate passes issued this week:						
Delivery van site visit on:		Nil	From No.	Nil	To No.	Nil
Inward report (MRN other) & stock report emailed in pdf format to purchase?						
Items not ordered but received:				Yes		
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	156	740	
2.	10mm	.617	7.404	-	-	
3.	12mm	.89	10.68	47	501	
4.	16mm	1.58	18.96	-	-	
5.	20mm	2.47	29.64	-	-	
6.	25mm	3.86	46.32	-	-	
7.	32mm	6.32	75.84	-	-	
8.	Binding wire	-	-	-	-	
OPC stock	Nil	OPC last weeks stock	Nil	PPC PSC stock	Nil	PPC PSC last weeks stock
Details	Project Manager		Admin Officer Manager		Admin Audit	
Sign						
Date	16-04-2022		16-04-2022			

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

Company:	Silver Oak welfare association	Date:	16-04-2022
Site	Silver Oak Villas	Prepared by:	K. Tulasi Rani
Report From / To	08-04-2022 to 16-04-2022 (fr to sat)	Approved by:	K Purshotham
Report Date	16-04-2022		
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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
191013	02-12-2021	01 to 03	Cue sticks, chalks, stick tips
			Reason for not preparing PO/WO
			PO to be issued
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
No. of gate passes issued this week			
Delivery van site visit on		Nil	From No. Nil To No. Nil
Inward report (MRN/other) & stock report emailed in pdf format to purchase?		09-04-22, 11-04-22, 13-04-22	
Items not ordered but received		Yes / No	
Other corrections & remarks			
Details of steel & cement stock			
Sl. No	Tor size	Wt per mtr - kgs	Wt for 12 mtr rod - kgs
1.	8mm	395	4.74
2.	10mm	617	7.404
3.	12mm	89	10.68
4.	16mm	1.58	18.96
5.	20mm	2.47	29.64
6.	25mm	3.86	46.32
7.	32mm	6.32	75.84
8.	Binding wire	-	-
OPC stock	Nil	OPC last weeks stock	Nil
		PPC/PSC stock	Nil
		PPC/PSC last weeks stock	Nil
Details	Project Manager		Admin Officer/Manager
Sign			Admin Audit
Date	16-04-2022		16-04-2022

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, asharya@modiproperties.com and riyaku@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. S 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!