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

Company: Kada		kia &Modi Housing		te:	30-04-	30-04-2022		
Site: Bloom				epared by:		Chand Mohammod		
		4-2022 To 27-04-2		ipared by.	Charle	77707167717		
		1-2022						
		missing in the rep	ort*:					
		D/WO not prepare		e after requisit	ion:			
Req No.	Req Date	wo not prepare		scription		n for no	t preparing PO/WO	
Red No. Red Date		Helli Be		scription	Keaso	11 101 1101	or the proparity	
List of requir	sitions where PC	)/W/O is prepared	and items have	not been receiv	ed at site beyo	and the le	ead time:	
Req No.	Req Date	O/WO is prepared and items have no Serial no of Item Desc						
Red No. Red Date		item in Req.		item Description		Details of diseassion with supplies.		
		item in reeq.	+					
	asses issued thi			From No.	From No. T		-	
Delivery van site visit on: 22-04-2022					•			
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	Wt. for 12 mtr	Stock at sit	e Stock at s	Stock at site in Previous stock in Kgs		
		kgs	rod – kgs	– no of rod	s 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	1 -	-		•	
8.	Binding wire	-	-	-	-		-	
OPC stock		OPC last	-	PPC/PSC	03		PC/PSC last -	
D 'I		weeks stock			stock		weeks stock	
Details		Project Manager		Admin Off	Admin Officer/Manager		lmin Audit	
Sign		for Conhammo						
Date		30/04/22						

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately 2. Send this report to <u>purchase a modiproperties com</u>, <u>ashawa a modiproperties com</u> and <u>raykumam a modiproperties com</u> on every Saturday. 3. Admin offices shall not leave the site without ompleting this report. 4. Ensure that imward 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!