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

			dakia &Modi Housing			Date:		18-06-2022			
		Bloor	omdale			Prepared by:		Chand Mohammod			
Report From / To 09-0			6-2022 To 15-06-2022			area oy.	Chang Monaninod				
Report Date 18-06-2022											
List of requi	isitions nu	mbers	nissing in the rep	vout*:							
List of requi	isitions wh	ere PO	WO not promove	1 2	-						
List of requisitions where PO/WO not prepared 3 working days after requisition: Req No. Req Date Item Description Review in Power forms and in Power forms and in Power forms and in Power forms are in Power forms.											
red No. Red Date		Date	Iten			1 Description		Reason for not preparing PO/WO*			
								, 1 0			
List of requi	sitions wh	ere PO	/WO is prepared	and items b	ave no	ot baan ragai	luad a			1.7	
Req No. Req [Date	PO/WO is prepared and items he Serial no of Iten			ot been recei	ved a	t site beyond t	ne le	ead time:	
, , , ,			item in Req.	n Description			Details of discussion with supplier ^s				
			ttem in Req.								
		,									
No. of gate passes issued this week: Nil / 5											
Delivery van site visit on:			week: Nil		5 From No.			To No		-	
Invest var	i site visit	on:		-							
Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes / No									Yes / No		
Items not ord	dered but r	eceive	d:							1657110	
Other correc	tions & re	marks:									
Details of ste	eel & ceme	ent stoc	k								
SI. No	Tor size		Wt per mtr	Wt. for 12	or 12 mtr Stock at a						
			kgs	rod – kgs	2 11111	Stock at site				Previous stock in Kgs	
1.	8mm		.395	rou – kgs	171	– no of rods		Kgs			
2.	10mm				4.74 -			-		-	
3.			.617		7.404			-		-	
	12mm		.89		10.68	-		-		-	
4.	16mm				18.96	-		-			
5.	20mm				29.64	4 -		-		-	
6.	25mm		3.86	4	46.32	-		-			
7.	32mm		6.32		75.84	_			\dashv	-	
8.	Binding	wire	-	-		_	-		-	•	
OPC stock	-	•	OPC last	_		PPC/PSC		02			
			weeks stock					03		C/PSC last -	
Details						stock				eks stock	
Sign		Project Manager			Admin Officer/Manager			Ad	min Audit		
			Soi Cahammo								
Date											
NOICS I * Send s	a convoltable	missing	roquicitions to Duralia		2 0	1.74.7					

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