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

llp			DI FARM HOUSE(HYD)			:	(03-09-2022				
		e farms	Prepared by:			CH.CHANDRASHEKAR REDDY						
		-2022 to 03-09-2	Approved by:			Syed golam sarwar						
Report Date 03-09-		-2022					5, ca goldin sai wai					
List of requis	sitions nu	mbers n	nissing in the rep	ort*:								
List of requis	itions wh	ere PO	WO not prepare	d 3 working	davs	after requisition	n·					
Req No. Req Date		Serial no of		Item Description			Reason for not preparing PO/WO					
			item in Req							11		
-			-		-			-				
	+										•	
List of requis	itions wh	ere PO	WO is prepared	and items he	Wa no	+ haan maaai 1	-4 - 14	1		1		
Req No.	Rea	Date	Serial no of	ave not been received at si Item Description			Details of discussion with supplier ^s					
2.1	Req Bate		item in Req.		nem	Description		Detail	s of	discussion w	ith suppliers	
-	-											
-							P					
No. of gate passes issued this			week.	Nil		From No.		T- 1	N.T			
Delivery van site visit on:			TVIII			FIOIII NO.	To No. 27/07/22					
Inward report	(MRN/o	ther) &	stock report ema	ailed in pdf f	ormat	to purchase?		.1/01/22		Yes / No		
Items not ord	ered but r	eceived	d:			Par emade.				1037110		
Other correct	ions & re	marks:										
Details of ste	el & ceme	ent stoc	k									
Sl. No	Tor size		Wt per mtr	Wt. for 12	mtr	Stock at site	Stock at site i		in Previous stock in Kgs		ock in Kos	
			kgs rod – kg					Kgs				
1.	8mm		.395		4.74	74 -		-		-		
2.	10mm)4 -		-		-		
3.	12mm		.89					-		-		
4.	16mm		1.58	18.96						-		
5.	20mm		2.47			-	-			-		
6.	25mm			3.86		- '-		_		-		
7.	32mm		6.32		5.84	4 -		- ×		-		
8.	Binding	wire										
OPC stock	nil		OPC last	nil		PPC/PSC	nil		PP	C/PSC last	nil	
			weeks stock			stock				eks stock		
Details		Project Manager		Admin Officer/M		r/Mar			Admin Audit			
Sign												
Date												

Notes 1.* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com, ashaiya@modiproperties.com, ashaiya@modiproperties.com, <a href="mailto:ashaiya@modiproperties.com, ashaiya@modiproperties.com, <a href="mailto:ashaiya@modiproperties.com, <a href="mailto:ashaiya@modipr



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

Company: Sere			ene construction Ilp			e:	03-09-2022					
			ene farms			pared by:	CH.CHANDRASHEKAR REDDY					
			8-2022 to 02-09-2022			proved by:	Syed golam sarwar					
Report Date 03-09-2022					ripproved by.			oj va golal	50			
			sing in the rep	ort*:								
List of requi	isitions whe	re PO/W	O not prepare	d 3 working	days	after requisition	n:					
Req No.	Req	Date	Serial no of		Item Description			Reason for not preparing PO/WO#				
-			item in Req		l Passas			Transfer to the proparing 1 0/ 110				
-	-		-	-	-			-				
List of requi	sitions when	re PO/W	O is prepared	and items ha	ive no	ot been received	l at sit	te beyond	the	ead time:		
Req No.	Req I	Date	Serial no of		Item Description			Details of discussion with supplier§				
			item in Req.		•							
150646	15-07-2	22	-	Electrical materials				Supplier is arranging materials				
150644	09-07-2	22		Plumbin	Plumbing material			Supplier is arranging materials				
150648	04-08-2				Plumbing material			Supplier is arranging material				
150649	04-08-22				Plumbing material				Supplier is arranging material			
150650	04-08-22			Plumbin	Plumbing material			Supplier is arranging material				
150651	150651 04-08-22			Electrica	Electrical material			Supplier is arranging material				
No. of gate p			ek:	Nil		From No.		To	No.			
Delivery var							2	27/07/22		•		
Inward repor	rt (MRN/oth	ner) & sto	ock report ema	ailed in pdf f	orma	t to purchase?				Yes / No		
Items not ord	dered but re	ceived:										
Other correc	tions & rem	arks:						8				
Details of ste	eel & cemer	nt stock					T.					
SI. No	Tor size	W	Vt per mtr	Wt. for 12	mtr			Stock at site in		Previous sto	ock in Kgs	
			gs	rod – kgs		– no of rods Kg		S				
1.	8mm		.395	4.74		-	-		-			
2.	10mm		.617	7.404		-	-		-			
3.	12mm		.89		0.68	-	-		-			
4.	16mm		1.58		8.96					-		
5.	20mm		2.47	29	9.64	-	-		-			
6.	25mm		3.86		6.32			-				
7.	32mm		6.32	7:	5.84			-				
8.	Binding w											
OPC stock			PC last	nil		PPC/PSC	nil			PPC/PSC last nil weeks stock		
		_	weeks stock			stock						
Details		Pr	Project Manager			Admin Office	ager	A	dmin Audit			
Sign												
Date												

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 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 & 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!

