

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

Company:		Modi reality pocharam LLP		Date:		01.10.2021	
Site:		Nilgiri heights		Prepared by:		S.Sharvani	
Report From / To		26-08-21 to 01-10-21		Approved by:		G.Vijay raj	
Report Date		01-10-2021					
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#			
181716	28.09.21	1-14	Electrical conducting	Md's approval			
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^s			
181703	13.09.21	1-3	Al windows	Ready with supplier			
181708	15.09.21	1	dimmiss	Ready with supplier			
181717	28.09.21	1	Fruit packing cover	Ready with supplier			
No. of gate passes issued this week:-				From No.	-	To No.	-
Delivery van site visit on:				29.09.21&01.10.21			
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	315	1493.1		
2.	10mm	.617	7.404	40	296.16		
3.	12mm	.89	10.68	-	-		
4.	16mm	1.58	18.96	48	910.08		
5.	20mm	2.47	29.64	28	829.92		
6.	25mm	3.86	46.32	7	324.24		
7.	32mm	6.32	75.84	-	-		
8.	Binding wire			250	250		
OPC stock	-	OPC last weeks stock	-	PPC/PSC stock	480	PPC/PSC last weeks stock	-
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		01.10.2021		01.10.2021			

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