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

Company:	Modi reality pocharam LLP	Date:	07-05-2022
Site:	Nilgiri heights	Prepared by:	S.Sharvani
Report From / To	01-05-2022 to 07-05-22	Approved by:	G.Vijay raj
Report Date	07-05-2022		

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#
181857	15.02.22	3-4	Wifi router	Online purchase
181869	28.02.22	1	Diesel cans	No stock
181886	15.03.22	2	Infrared thermometer	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$
181857	15.02.22	1	MI video cameras	Partially received
181898	29.03.22	1	Luminous sign board	Ready with supplier
181906	05.04.22	1	Tan brown granite	Delivery this week
181915	11.04.22	1	Z angle templets	Delivery this week
181934	22.04.22	1	Pad locks	Ready with supplier
181935	04.05.22	1-7	Misc	Ready with supplier

No. of gate passes issued this week:-	01	From No.	1098	To No.	1098
Delivery van site visit on:	05.05.2022				
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	285	1351	1422
2.	10mm	.617	7.404	-	-	-
3.	12mm	.89	10.68	147	1570	1794
4.	16mm	1.58	18.96	80	1517	1820
5.	20mm	2.47	29.64	20	593	1245
6.	25mm	3.86	46.32	16	741	1019
7.	32mm	6.32	75.84	-	-	-
8.	Binding wire			11	400	700

OPC stock	618	OPC last weeks stock	127	PPC/PSC stock	-	PPC/PSC last weeks stock	-

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	07-05-2022	07-05-2022	

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!