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

Company:	Silver Oak Villas LLP	Date:	28-01-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	20-01-2023 to 28-01-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	28-01-2023		

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#

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$
184813	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Material Available with supplier delivery by Monday
184814	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Material Available with supplier delivery by Monday
184815	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Material Available with supplier delivery by Monday
184816	21-11-22	1-2	Furniture's & Fixtures HOB & Chimney	Material Available with supplier delivery by Monday
184874	06-12-22	1-2	1sqmm Yellow color copper wires 20 Nos pending	No stock at SSLLP
184904	13-12-22	1	SS Railing	Work Under Progress
184909	13-12-22	1	SS Railing	Work Under Progress
184910	13-12-22	1	SS Railing	Work Under Progress
212020	17-01-23	1	plastic tray	Local Purchase
212027	23-01-23	1-12	CP Wall mixture, Long body,Short body,Health Faucet,Angle & Pillar Cock	Material Available Delivery By Wednesday
212028	23-01-23	1-9	CP EWC Wall Hung,Rack Bolts,Wash basin & Waste Pipe	Material Available Delivery By Wednesday
212030	24-01-23	1	Coffee powder	Material Available Delivery By Monday

No. of gate passes issued this week:	3/5	From No.	7241	To No.	7243
Delivery van site visit on:1	21-01-23(Saturday),23-01-23(Monday),25-01-23(Wednesday) and 27-01-23(Friday)				
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	ttt	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	370	1665	-

2.	10mm	.617	7.404	90	675	-	
3.	12mm	.89	10.68	815	8696	-	
4.	16mm	1.58	18.96	100	1896	1100	
5.	20mm	2.47	29.64	-	-	-	
6.	25mm	3.86	46.32	-	-	-	
7.	32mm	6.32	75.84	-	-	-	
8.	Binding wire	-		Nill	Nill	Nill	
OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	438	PPC/PSC last weeks stock	520

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	28-01-2023	28-01-2023	

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 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 DC's / 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 MD's 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!