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

Company:	Silver Oak Villas LLP	Date:	11-03-2023
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	03-03-2023 to 11-03-2023 (Fri to sat)	Approved by:	K Purshotham
Report Date	11-03-2023		

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$
212087	17-02-23	1	V.Tiles Canceite Beige cera	Part Material Received.Remaining will be Delivery by Wednesday
212089	17-02-23	1	Floor Tiles Canceite Beige cera	Material Avaiable Delivery by Tuesday
212095	17-02-23	1-12	Electrical Copper Wires 2.5 yellow wire sqmm	Material Available Delivery by Monday
212101	21-02-23	1-2	Floor Tiles Kajaria Williams grey & Olimpia Benge	Material Available Delivery by Monday
212136	28-02-23	1-7	CP Angle cock and Health Faucet	Material Available Delivery by Tuesday
212142	07-03-23	1-13	Electrical Copper wires	Material Available Delivery by Tuesday

No. of gate passes issued this week:	3/5	From No.	4118	To No.	4120
Delivery van site visit on: 3days	04-03-23 (Saturday), 06-03-23(Monday), 08-03-23(wednesday) and 11-03-23(Saturday)				
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	340	1611	-
2.	10mm	.617	7.404	70	518	-
3.	12mm	.89	10.68	800	8544	-
4.	16mm	1.58	18.96	100	1516	-
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	Nill	PPC/PSC stock	290	PPC/PSC	322

		weeks stock				last weeks stock	
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		11-03-2023		11-03-2023			

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!