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

Company:	Silver Oak Villas part-III	Date:	13-11-2021
Site:	Silver Oak Villas part-III	Prepared by:	Ch.Pranavi
Report From / To	05-11-2021 to 13-11-2021(Fri to sat)	Approved by:	K Purshotham
Report Date	13-11-2021		

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#
183652	01-09-2021	01	Epson M20 printer.	

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$
183705	22-10-2021	1 to 32	PVC plumbing material	Material available at supplier deliver by Monday
183706	22-10-2021	1 to 9	Eco drain pipe material	Material available at supplier and will be delivered by Tuesday
183710	26-10-2021	1 to 32	PVc pipes pending	Material available at supplier deliver by Monday
183713	29-10-2021	01	SS screws	Material available and will be delivered by Tuesday
183714	29-10-2021	01	Pin type anchor nut bolts	Material available at supplier and will be delivered by Tuesday
183716	29-10-2021	01	Cleaning material	Material available at supplier deliver by Monday
183725	05-11-2021	1 to 30	Cpvc material	Material available at supplier deliver by Monday
183727	05-11-2021	1 to 6	PVC materials	Material available at supplier deliver by Monday
183728	05-11-2021	02	Cpvc elbow	Material available at supplier deliver by Monday
183731	08-11-2021	01	Shera board	Material available at supplier deliver by Wednesday
183733	09-11-2021	01	Isometeric clamps	Material available at supplier deliver by Tuesday

No. of gate passes issued this week:	Nil / 5	From No.	Nill	To No.	Nill
Delivery van site visit on:1	08-11-2021, 10-11-2021, 12-11-2021				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				

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	-	-		
2.	10mm	.617	7.404	-	-		
3.	12mm	.89	10.68	-	-		
4.	16mm	1.58	18.96	-	-		
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	Nill	PPC/PSC last weeks stock	Nill

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Pranavi. Ch	
Date	13-11-2021	13-11-2021	

Notes 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, asharya@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/manager must call all suppliers on a daily basis for follow-up – DO NOT CALL PURCHASE!