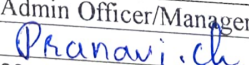


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:		Silver Oak Villas part-III		Date:		23-10-2021	
Site:		Silver Oak Villas part-III		Prepared by:		Ch. Pranavi	
Report From / To		15-10-2021 to 23-10-2021(fri to sat)		Approved by:		K Purshotham	
Report Date		23-10-2021					
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 [#]			
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 ^{\$}			
183672	16-09-2021	1-2	Regal beige and crema marfil tiles	Stock available at sslp and will be delivered by Wednesday			
183676	28-09-2021	1-8	Electrical conducting materials for slabs	Stock is available and will be delivered by Tuesday			
183689	06-10-2021	1-5	Carpentry main door frames	Stock is available and will be delivered by Wednesday			
183692	09-10-2021	1-3	Electrical wires (yellow blue black)	No stock for yellow wires and remaining material will be delivered by Monday			
183693	11-10-2021	02	CPVC & white cement	Stock is available and will be delivered by Tuesday			
183701	19-10-2021	01	Conceled flush tank	Stock is available and will be delivered by Tuesday			
183702	19-10-2021	01	Metal dust bin	Stock is available and will be delivered by Monday			
No. of gate passes issued this week:							
Delivery van site visit on: 1				Nil / 5	From No.	Nil	To No.
				16-10-2021, 18-10-2021, 20-10-2021, 21-10-2021			
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	-		-	-		
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock	Nil
Details				Project Manager		Admin Officer/Manager	
Sign						Admin Audit	
Date				23-10-2021		23-10-2021	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com, rajakumar@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. 7. Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, Local purchase, For MIDs approval/investigation, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send 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 must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!