

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

Company:	Silver Oak Villas part-III			Date:	11-09-2021		
Site:	Silver Oak Villas part-III			Prepared by:	Ch. Pranavi		
Report From / To	03-09-2021 to 11-09-2021 (fri to sat)			Approved by:	K Purshotham		
Report Date	11-09-2021						
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.				
183653	02-09-2021	01	Eco drain pipe material				
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 ^s			
183629	16-08-2021	1 to 4	PVC pipes	Stock available and delivered by Monday.			
183650	01-09-2021	1 to 6	Doors and hardware	Stock is available and delivered by Tuesday			
183654	02-09-2021	01	PVC pipes	Stock is available and Monday			
183655	02-09-2021	01	CPVC pipes	Stock will be delivered by Tuesday			
183659	08-09-2021	1 to 7	FRP round pipes	Stock is available and delivered by Monday			
No. of gate passes issued this week:				Nil / 5	From No.	Nil	To No.
Delivery van site visit on: 1				04-09-2021, 06-09-2021, 08-09-2021, 09-09-2021	Nil		
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	-		Nil	Nil	Nil	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock	Nil
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		11-09-2021		11-09-2021			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and 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 & 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!