	Rema	arks from site on Oak Villas part-II	the 'Requi	isition t	A.					
	Silver (Dak Villas part-II	- qu	ration by	Site Repor	rt' of	purchase divi	sion		
Company:										
Site: 5-2m / To 30-07-21		021 (fri to sat)		Prepared by:			07-08-2021			
				Approved by:			B.Meenakshi			
Report					K Purshotham					
List of requis	tions where PO/	issing in the repo	rt :							
List of requie	Req Date	Serial no of	3 working days after requisition:							
Req No.		item in Req	Itei	n Descri	Description		Reason for not preparing PO/WO#			
		The Ned					Reason for not preparing 1 0, 110			
Frequis	tions where PO/	WO is prepared	1.							
Req No.	Reg Date	Serial no of	VO is prepared and items have not been received at site beyond the lead time:							
Req 10.	1	item in Req.	Ite	Item Description			Details of discussion with supplier ^s			
		redit in Red.								
No of gate D	asses issued this	week:	-							
Delivery van site visit on: 1				Nil / 5 From No.		N	Nill To No.		Nill	
Delivery van	(MRN/other) &	stock report	30.07.	21,31.07	7.21,05.08.2	21			. /	
Inward repor	and but receive	stock report ema	iled in pd	7.21,31.07.21,05.08.21 odf format to purchase		?	Yes / No		Yes / No	
Items not ord	ered but received	1:								
Other correct	ions & remarks:	1								
	el & cement stoc									
Sl. No	Tor size	Wt per mtr Wt. for rod - kgs				ite	1		Previous stock in Kgs	
	2					1				
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	_		_			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com, ashaiya@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 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & the Requisitions, clearly showing the items not received on a daily basis. 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!

75.84

Nill

Nill

stock

PPC/PSC

07-08-2021

Nill

Nill

Admin Officer/Manager

Minabilia

Nill

PPC/PSC last

Admin Audit

weeks stock

Nill

8.

OPC stock

Details

Sign

Date

Binding wire

OPC last

weeks stock

07-08-2021

Project Manager

Nill