

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

Company:	Silver Oak Villas part-III		
Site:	Silver Oak Villas part-III		
Report From / To	11-06-21 to 19-06-21 (fri to sat)	Date:	19-06-2021
Report Date	19-06-2021	Prepared by:	B Meenakshi
List of requisitions numbers missing in the report*:		Approved by:	K Purshotham

Req No.	Req Date	Serial no of item in Req	Item Description	Reason for not preparing PO/WO [#]
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	Details of discussion with supplier ^s
183563	30-03-2021	1 to 5	WPC door frames 7'X3'	Stock Not available at SSLLP.

No. of gate passes issued this week:	Nil / 5	From No.	Nil	To No.	Nil
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Delivery van site visit on: 1	13.06.21, 15.06.21, 16.06.21, 17.06.21
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Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No
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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	303	PPC/PSC last weeks stock	245
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign							
Date	19-06-2021			19-06-2021			

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