

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

Company:	Silver Oak Villas part-III	Date:	16-10-2021
Site:	Silver Oak Villas part-III	Prepared by:	Ch. Pranavi
Report From / To	08-10-2021 to 16-10-2021 (fri to sat)	Approved by:	K Purshotham
Report Date	16-10-2021		

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 ^s
183672	16-09-2021	1-2	Regal beige and crema marfil tiles	Stock available at sslp and will be delivered by Monday
183676	28-09-2021	1-8	Electrical conducting materials for slabs	Stock is available and will be delivered by Monday
183686	06-10-2021	1 to 8	Electrical conducting materials for slab	Stock is available and will be delivered by Monday
183689	06-10-2021	1-5	Carpentry main door frames	Stock is available and will be delivered by Tuesday
183691	07-10-2021	1-10	Electrical conducting-internal	Stock is available and will be delivered by Tuesday
183692	09-10-2021	1-3	Electrical wires (yellow blue black)	No stock for yellow wires and remaining material will be delivered by Monday
183695	12-10-2021	02	Covering blocks and cement rings	Material will be delivered by Monday.

No. of gate passes issued this week: Nil / 5 From No. Nil To No. Nil

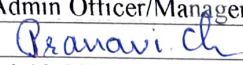
Delivery van site visit on: 1 11-10-2021, 12-10-2021, 13-10-2021

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	-		Nil	Nil	Nil
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	16-10-2021			16-10-2021		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com, rajkumar@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 at site and filed at site. 7. #Suggested remarks - For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/imp. 8. Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send report 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!