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

Company:	Modi Realty Pocharam LLP	Date:	12.11.2022
Site:	Nilgiri Heights	Prepared by:	A.Sravani
Report From / To	06.11.2022 to 12.11.2022	Approved by:	G.vijay raj
Report Date	12.11.22		

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

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$
182103	08.08.22	5	CI Electrode	Po to be sent to supplier . supplier arranging material .
182143	29.08.22	2	Z angle templates	Partly delivered . balance to be receive.
182153	03.09.22	4	Grills	Partly delivered .balance to be receive.
182176	10.09.22	10	Wires	Partly delivered . balance to be receive .
182180	09.09.22	1	Denver beige	Partly received .
182199	22.09.22	1 & 4	PVC plumbing material	Partly delivered . balance to be receive .
182235	03.10.22	11	CPVC plumbing	Partly delivered . balance to be receive
182258	19.10.22	1	Z angle templates	Partly delivered . balance to be receive .
182263	21.10.22	1	Plastic blue sheet	Next week delivery .
182276	31.10.22	1	Service wire	Next week delivery .
182277	31.10.22	1	Starter	No stock
182278	31.10.22	1 to 9	CPVC material	Next week delivery .
182280	31.10.22	1 to 14	PVC material	Next week delivery .
182282	01.11.22	1	Fiber box	Next week delivery .
182288	03.11.22	1 & 2	TPN	Next week delivery .
182293	05.11.22	1	Service wire	Next week delivery .
182295	07.11.22	1	Concrete tape	Next week delivery .
182296	09.11.22	2,3,4,5,6,7 & 9	Pvc electrical pipes	Partly delivered . balance to be receive .
182298	08.11.22	1 to 10	Stationary material	Next week delivery .
182299	08.11.22	1 to 9	Cleaning material	Next week delivery .

No. of gate passes issued this week:	01	From No.	6314	To No.	6314
Delivery van site visit on:	08.11.22 & 12.11.22				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				

Items not ordered but received:

Other corrections & remarks: Nil

Details of steel & cement stock : Cement bags :

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod – kgs	Stock at site – no of rods	Stock at site in tons	Previous weeks stock in tons
1.	8mm	.395	4.74	1582	0	0.349
2.	10mm	.617	7.404	405	0	0.444
3.	12mm	.89	10.68	468	0	1.388
4.	16mm	1.58	18.96	263	0	3.792
5.	20mm	2.47	29.64	236	0	5.335
6.	25mm	3.86	46.32	75	0	6.021
7.	32mm	6.32	75.84	0.00		0
8.	Binding wire	-		1000	100	250

...ck	250 bags	OPC last weeks stock	300 bags	PPC/PSC stock	0 bags	PPC/PSC last weeks stock	0 bags
...etails		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		12.11.22		12.11.22			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@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 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!