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

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

| | | | |
|---|---|---|---|
| Company: | Modi Realty Pocharam LLP | Date: | 13.05.23 |
| Site: | Nilgiri Heights | Prepared by: | A.Sravani |
| Report From / To | 07.05.23 to 13.05.23 | Approved by: | G.vijay raj |
| Report Date | 13.05.23 | | |

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 |
|---|---|---|---|---|
| 20230506031 | 06.05.23 | 1 | Pump | PO to be issue . |
| 20230509035 | 09.05.23 | 1 | Change over switch | PO to be issue . |
| | | | | |

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$ |
|---|---|---|---|---|
| 20230331003 | 31.03.23 | 8 | Cello tape | Next week delivery . |
| 20230414005 | 14.04.23 | 1 | Luppam | Next week delivery . |
| 20230421005 | 21.04.23 | 9 & 10 | Cleaning material | Partly material received . |
| 20230505014 | 05.05.23 | 4 & 5 | CPVC material | Partly material received . |
| 20230508058 | 08.05.23 | 1 to 3 | Sponges | Partly material received . |
| 20230508039 | 08.05.23 | 3 | Dust bin | Partly material received . |
| | | | | |

| | | | | | |
|---|---|---|---|---|---|
| No. of gate passes issued this week: | Nil | From No. | Nil | To No. | Nil |
| Delivery van site visit on: | 09.11.23, 11.05.23 & 13.05.23 . | | | | |
| 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 | 1800 | 5 | 12 |
| 2. | 10mm | .617 | 7.404 | 400 | 1 | 1 |
| 3. | 12mm | .89 | 10.68 | 187 | 2 | 2 |
| 4. | 16mm | 1.58 | 18.96 | 395 | 3 | 3 |
| 5. | 20mm | 2.47 | 29.64 | 270 | 2.5 | 5.5 |
| 6. | 25mm | 3.86 | 46.32 | 43 | 0.860 | 0.860 |
| 7. | 32mm | 6.32 | 75.84 | | | |
| 8. | Binding wire | - | | | 500 | 1000 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| OPC stock | 150 bags | OPC last weeks stock | 200 bags | PPC/PSC stock | 200 bags | PPC/PSC last weeks stock | 250 bags |

| | | | |
|---|---|---|---|
| Details | Project Manager | Admin Officer/Manager | Admin Audit |
| Sign | | | |
| Date | 13.05.23 | 13.05.23 | |

rajkumarn@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!