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 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!

Company:	Modi Realty Pocharam LLP	Date:	20.05.23
Site:	Nilgiri Heights	Prepared by:	A.Sravani
Report From / To	14.05.23 to 20.05.23	Approved by:	G.vijay raj
Report Date	20.05.23		

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

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	4	Water proofing	Partly material received .
20230508039	08.05.23	3	Dust bin	Partly material received .
20230510028	10.05.23	2 & 3	Electrical pipes	Partly material received .

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:	16.05.23, 18.05.23 & 20.05.23 .				
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	450 bags	PPC/PSC last weeks stock	200 bags

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	20.05.23	20.05.23	