

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

Company:	Silver oak villas LLP	Date:	03-04-2021			
Site:	Silver Oak Villas ph-III	Prepared by:	B.Meenakshi			
Report From / To	26-03-21 to 03-04-21 (fri to sat)	Approved by:	K Purshotham			
Report Date	03-04-2021					
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#		
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 ⁸		
183547	09-03-2021	1	MS flat Patti 5 Lengths	Stock Available at Supplier delivery by Tuesday		
183554	27-03-2021	1 and 2	Ply wood Sheets 18mm and 6mm	Material ready with supplier		
183563	30-03-2021	1 to 5	WPC door frames	Stock available at SSLLP material delivery by Monday		
183564	01-04-2021	1 to 31	CPVC material pending	Stock available at SSLLP material delivery by Monday		
183565	01-04-2021	1 to 5	CP material angle cock and pillar cock pending	Stock available at SSLLP material delivery by Monday		
No. of gate passes issued this week:		Nil / 5	From No.	Nil	To No.	Nil
Delivery van site visit on:		27.03.21, 01.04.21, 02.03.21, 03.04.21				
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	392	PPC/PSC last weeks stock 420
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		03-04-2021		03-04-2021		

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