

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

Company:	Silver oak villas LLP	Date:	10-04-2021				
Site:	Silver Oak Villas	Prepared by:	P. Aishwarya				
Report From / To	02-03-2021 to 10-04-2021	Approved by:	K.Purshotham				
Report Date	10-04-2021						
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		Item Description	Reason for not preparing PO/WO ¹			
156333	21-01-2021	1	SS name plate				
156334	22-01-2021	1-5	Window Curtains				
156340	25-01-2021	1	Laptop Charger & Executive Bags				
156394	22-02-2021	7	Broom Holders				
156429	05-04-2021	1-2	Mattress & Pillow				
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			
156345	27-01-2021	1-3	Weighing machine & sailine stand	Material ready with supplier, delivery will be done next wednesday			
156424	26-03-2021	7	Araldite 03 Nos pending	No stock at SSLLP			
No. of gate passes issued this week:		2/5	From No.	3094	To No.	3095	
Delivery van site visit on:		03-04-2021, 08-04-2021, 09-04-2021					
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			-			
OPC stock		OPC last weeks stock		PPC/PSC stock	0	PPC/PSC last weeks stock	0
Details	Project Manager			Admin Officer/Manager		Admin Audit	
Sign							
Date	10-04-2021			10-04-2021			

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 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!