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

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|---|---|---|---|
| Company: | Silver oak villas LLP | Date: | 29-05-2021 |
| Site: | Silver Oak Villas | Prepared by: | P.Aishwarya |
| Report From / To | 21-05-2021 to 29-05-2021(Fri to Sat) | Approved by: | K.Purshotham |
| Report Date | 29-05-2021 | | |

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# |
|---|---|---|---|---|
| 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 | |
| 156456 | 06-05-2021 | 1 | Executive bags | |
| | | | | |

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$ |
|---|---|---|---|---|
| 156449 | 26-04-2021 | 1 | SS NAME Plate | Material ready with supplier and will be delivered by Tuesday |
| | | | | |

| | | | | | |
|---|---|---|---|---|---|
| No. of gate passes issued this week: | Nill/5 | From No. | | To No. | |

| | |
|---|---|
| Delivery van site visit on: | 22.05.21,24.05.21,26.05.21 |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase? | Yes / No |

Items not ordered but received:

Other corrections & remarks: We have taken new gate pass book with series starting from 3451

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 | 29-05-2021 | 29-05-2021 | |

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 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!