

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

Company:	Silver oak villas LLP	Date:	22-05-2021
Site:	Silver Oak Villas	Prepared by:	P.Aishwarya
Report From / To	14-05-2021 to 22-05-2021(Fri to Sat)	Approved by:	K.Purshotham
Report Date	22-05-2021		
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
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
156449	26-04-2021	1	SS NAME Plate
			Details of discussion with supplier\$
			Material ready with supplier and will be delivered by Tuesday
No. of gate passes issued this week:		2/5	From No.
Delivery van site visit on:		14.05.21,15.05.21,17.05.21	
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
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
Details		Project Manager	Admin Officer/Manager
Sign			Admin Audit
Date		22-05-2021	22-05-2021

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