

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

Company:	Silver oak villas LLP	Date:	05-06-2021
Site:	Silver Oak Villas	Prepared by:	P.Aishwarya
Report From / To	28-05-2021 to 05-06-2021(Fri to Sat)	Approved by:	K.Purshotham
Report Date	05-06-2021		
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	
156432	08-04-2021	1 Telescopic pole with two side arm	
156456	06-05-2021	1 Executive bags	
156468	31-05-2021	1-5 SOV Plants	
156464	31-05-2021	1-4 Sprinkler and water pipes	
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
156462	26-05-2021	1	LED Lights
No. of gate passes issued this week:		1/5	From No. 3463 To No. 3463
Delivery van site visit on: 28/05-2021, 29-05-2021, 04-06-2021			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			
Items not ordered but received:		Yes / No	
Other corrections & remarks:			
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	PPC/PSC last weeks stock 0
Sign			Admin Audit
Date	05-06-2021	05-06-2021	

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!