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

Site: BRGV	Company: MRG		V		Date:		05.0	05.06.2021						
Report Prom / To 29.05.2021 to 04.06.2021 Approved by: Madhu	Site: BRGV													
Report Date	_			2021 to 04 06 20										
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.					ipproved by:	proved by:								
List of requisitions where PO/WO not prepared 3 working days after requisition: Req No. Req Date Serial no of item in Req.														
Req No. Req Date Serial no of Item Description Reason for not preparing PO/WO"	List of requisitions where PO/WO not prepared 3 working days after requisition:													
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. 94799 03.04.2021 01 Country Grass Spoken with supplier, we will get by Wednesday. No. of gate passes issued this week: Nil From No To No Delivery van site visit on: Inward report (MRN/other) & stock report emailed in pdf format to purchase? Items not ordered but received: Other corrections & remarks: Details of discussion with supplier. Previous stock in Kgs Spoken with supplier, we will get by Wednesday. Yes Items not ordered but received: Other corrections & remarks: Details of steel & cement stock SI. No Tor size Wt per mtr kgs	Req No. Req Date		Date	Serial no of	Item D									
No. of gate passes issued this week: Nil From No. - To No. -				item in Req.	•									
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Delivery van site visit on: 31st 3rd 4th	NT- C		1.11											
Inward report (MRN/other) & stock report emailed in pdf format to purchase? Items not ordered but received: Other corrections & remarks: Details of steel & cement stock Sl. No Tor size Wt per mtr kgs rod - kgs - no of rods Kgs 1. 8mm 395 4.74 2. 10mm 617 7.404 3. 12mm 89 10.68 4. 16mm 1.58 18.96						From No.		- To N		0.		-		
Stock at site in Kgs				stock report ema		mat to nurchas	202				Voc			
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 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					mar to purchas	t to purchase?			105					
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4. 16mm 1.58 18.96										+				
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5. 20mm 2.47 29.64	5.	20mm		2.47						+				
6. 25mm 3.86 46.32										+				
7. 32mm 6.32 75.84										+				
8. Binding wire			wire		,,,,	01	-			+				
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	Sign			W W	Just									
Date 05.06.2021 05.06.2021 05.06.2021 Notes: 1 * Send a copy of the missing requisitions to Purchase immediately 2. Send this report to purchase immediately 3. Send this report to purchase immediate	Date													

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <u>purchase@modiproperties.com</u>, <u>ashaiva@modiproperties.com</u> and <u>rajkumarn@modiproperties.com</u> 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!