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

Company: K		Kadaki	Kadakia &Modi Housing			Date:		05-06-2021			
Site: Bloom		Bloomo		Prepared by:			G.Rahul				
Report From / To 27-05-		27-05-2	2021 To 02-06-20	Approved by:		G.Rahul ·					
		05-06-2	-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		Date		n Description		Reason for not preparing PO/WO#					
		•									
										- Aller - Alle	
										· · · · · · · · · · · · · · · · · · ·	
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:											
Req No. Req Date		l Date	Serial no of	n Descr	n Description		Details of discussion with supplier ^{\$}				
			item in Req.								

										and the second s	
				_							
No. of gate passes issued this			1	3 T*1 / A	- -	NT.		Tr. 3	T.a.	<u> </u>	
	week:	Nil / 5 From No.			_	To N	10.	-			
Delivery van			ata ale non aut au :	28-05-2021 k report emailed in pdf format to purchas			27			Yes / No	
			<u> </u>	nea in par	iormat	to purchase	ت (1 68 / INU	
Items not ord		-	•								
Other correct											
Details of stee				1174 C 14	2	C41 4	:4- 1	C41		Durvious stock in Vos	
Sl. No	Tor siz	e	Wt per mtr	Wt. for 12 mtr		- no of rods		Stock at site in Kgs		Previous stock in Kgs	
1	0		.395								
1.	8mm			4.74 7.404						-	
2. 3.	10mm		.617	7.404 10.68		-		_		_	
4.	12mm 16mm		1.58	18.96		-		-		-	
5.	20mm		2.47	29.64							
6.						-		-		-	
7.	25mm 32mm		3.86	46.32		-				-	
8.	32mm Binding	r wire	6.32	75.84		-		_		_	
OPC stock	Dilidin	g wire	OPC last	-		PPC/PSC		40	DI	PC/PSC last -	
OF C SLOCK	-		weeks stock			stock				eeks stock	
Details						Admin Officer					
Sign			Project Manager			Aumin O	LITOGI	TVIAIIAECI	Λ	anim Audit	
Date			05-06-2021							,	

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