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

Company: Kad		Kadal	adakia &Modi Housing			Date: 19-0			06 2021		
			oomdale			pared by:	19-06-2021 Chand Mohammod				
						purcu by:	G.Rahul				
			06-2021			noved by.	G.Kanui				
List of requ	isitions nu	mbers r	nissing in the re	nort*·				_L			
List of requ	isitions wh	ere PO	/WO not prepare	ed 3 working	r day	s after requisi	iti on .				
Req No. Req Date		Date	i i i i i i i i i i i i i i i i i i i	Iten	Item Description			Reason for not preparing PO/WO#			
				Titelli Des		Cription		Reason for not		ot preparing PO/WO#	
		- 10									
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								-			
List of requ	isitions who	ere PO/	WO is prepared	and items h	ave n	ot been receiv	ıad a	t gita havand		14	
Reg No.	Reg	leq Date   Serial no of		Item	Item Description		ved at site beyond the lead time:				
	1		item in Req		nem Description			Details of discussion with supplier <sup>\$</sup>			
			1								
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				-	1710					· · · · · · · · · · · · · · · · · · ·	
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							-111			AND THE PARTY OF T	
No. of gate passes issued this			s week: Nil / 5			From No		То	NIo		
Delivery van site visit on:			16-06-2021						INO.		
Inward report (MRN/other) &			& stock report emailed in pdf forma			t to purchase?				Yes / No	
Items not ord	dered but re	eceived				to parenase.	y parenase;			res / No	
Other correc			•								
Details of ste	eel & ceme	nt stock	ζ								
Sl. No Tor size		The Brook	Wt per mtr Wt. for 12 mt			Stock at site		Stook at site in Duri		B	
			kgs	rod – kgs		- no of rods		Stock at site in		Previous stock in Kgs	
1.	8mm		.395		4.74			Kgs			
2.	10mm		.617		.404						
3.	12mm		.89		0.68	_	-				
4.	16mm		1.58		8.96		-			• .	
5.	20mm		2.47		9.64	-	-   -			-	
6.	25mm		3.86		6.32	-	-	, , ,	-		
7.	32mm		6.32		5.84	_	-   -				
8.	Binding v	vire	- 0.52		J.UT		<del>-</del>	-		-	
OPC stock	-		OPC last	-		PPC/PSC	<del>-   -</del>	10	DE	PC/PSC last -	
			weeks stock			stock	'	tU.	1		
Details	Details		Project Manager/Engg.			Admin Officer/Manager				eeks stock	
Sign			C. Charomos			Admin Officer/Manager			AC	lmin Audit	
Date			19-06-2021								
lotes: L * Send a copy of the missing		miccina r	requisitions to D								

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>raykumam.a.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!