

T.O. Prilubnyy

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

Company:	Silver oak villas LLP		
Site:	Silver Oak Villas	Date:	19-06-2021
Report From / To	11-06-2021 to 19-06-2021 (Fri to Sat)	Prepared by:	P. Aishwarya
Report Date	19-06-2021	Approved by:	K. Purshotham
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
156432	08-04-2021	1	Telescopic pole with two side arm
156476	12-06-2021	1	Blowers
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
			Details of discussion with supplier ^s
No. of gate passes issued this week:			
Delivery van site visit on:		8/10	From No. 3468 To No. 3475
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	PPC/PSC last weeks stock 0
Sign		Admin. Officer/Manager	Admin Audit
Date		19-06-2021	19-06-2021

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