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

Company:	Silver oak villas LLP	Date:	10-07-2021
Site:	Silver Oak Villas	Prepared by:	P.Aishwarya
Report From / To	02-07-2021 to 10-07-2021(Fri to Sat)	Approved by:	K.Purshotham
Report Date	10-07-2021		

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#
156478	21-06-2021	1	Telescopic pole	
156470	21-06-2021	1	Window curtains	
156479	21-06-2021	1	Executive bags	

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$
156477	17-06-2021	1	MI Cameras	Material ready with supplier will be delivered by next week
156487	25-06-20210	1-3	Saline stand,bed and weighing machine	Material ready with supplier will be delivered by next wednesday
156492	28-06-2021	1	Coffee powder	Material ready with supplier will be delivered by Tuesday

No. of gate passes issued this week:	07/10	From No.	3483	To No.	3489

Delivery van site visit on: 02-07-2021, 05-07-2021, 08-07-2021, 09-07-2021

Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No
Items not ordered but received:	
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 – no of rods	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	-		
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	PPC/PSC last weeks stock	0

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Aishwarya	
Date	10-07-2021	10-07-2021	

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 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!