

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

Company:	Silver Oak Villas part-III	Date:	14-08-21
Site:	Silver Oak Villas part-III	Prepared by:	B.Meenakshi
Report From / To	06-08-21 to 14-08-21(fri to sat)	Approved by:	K Purshotham
Report Date	14-08-21		

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	Item Description	Reason for not preparing PO/WO [#]

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
183615	21-07-21	01	PVC Saddle and Rigid Elbow 10 os pending	Stock not available at supplier
183622	06-07-21	01	PVC pipe 1In x 1.5mm no's 80 balance.	Stock available at SSLLP delivery by Monday
183624	07-08-21	01	Charger (biometric machine)	Stock not available at supplier

No. of gate passes issued this week:	Nil / 5	From No.	Nil	To No.	Nil
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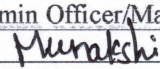
Delivery van site visit on: 1 06.08.21,09.08.21,11.08.21

Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No
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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	-		Nil	Nil	Nil
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign						
Date	14-08-21		14-08-21			

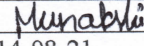
Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward 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!

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Report Date	14-08-21					
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List of requisitions where PO/WO not prepared 3 working days after requisition:						
Req No.	Req Date	Serial no of item in Req	Item Description	Reason for not preparing PO/WO [#]		
156480	21-06-2021	1 to 5	Window curtains			
156519	16-07-2021	1	Laptop bags			
156535	24-07-2021	1 to 3	Chairs and Fritids materail for club house			
156536	24-07-2021	1 to 5	Ikea cabينات			
156546	03-08-2021	1 to 5	Al.windows			
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		
156502	08-07-2021	1	Garbage box	Material delivery by Wednesday		
156537	26-07-2021	1 to 9	Flipper machine spare parts pending	Material ready with supplier but supplier said advance payment not received .		
156545	05-08-2021	1 to 9	Cylindrical locks pending	No stock at sslp		
No. of gate passes issued this week:		1/5	From No.	5954	To No.	5954
Delivery van site visit on: 1		06.08.21,09.08.21,11.08.21,12.08.21,13.08.21				
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
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8.	Binding wire	-		Nil	Nil	Nil
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign				Meenakshi		
Date	14-08-21			14-08-21		

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185011	07-06-21	1	MI camera 2 Nos			
185032	10-08-21	1	Steel			
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Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^s		
185014	08--07-21	1	Curb stone	Holding for a while site not ready		
185026	09-07-21	1	Hume Pipes 28nos balance	Material Ready at Supplier delivery by monday		
185030	06-08-21	01	DB 3 phase no's 3 and DB 3 phase 5 no's	Supplier delivery by Wednesday		
185031	10-08-21	01	Hand gloves and gum shoes	Supplier delivery by Tuesday		
No. of gate passes issued this week:		Nil / 5	From No.	Nil To No. Nil		
Delivery van site visit on: 1		06.08.21,09.08.21,11.08.21				
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8.	Binding wire	-		Nil	Nil	Nil
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	311	PPC/PSC last weeks stock 368
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		14-08-21		14-08-21		

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