

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

Company:	Silver Oak Villas LLP	Date:	06-11-2021
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi
Report From / To	29-10-2021 to 06-11-2021 (fri to sat)	Approved by:	K Purshotham
Report Date	06-11-2021		
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	Serial no of item in Req	Item Description
156564	18-09-2021	1-5	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
156582	29-10-2021	02	washbasin
Details of discussion with supplier ⁵			
Material available at supplier and will be delivered by Tuesday			
No. of gate passes issued this week:	1/5	From No.	5985
		To No.	5985
Delivery van site visit on:	01-11-2021, 02-11-2021, 03-11-2021		
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
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	Nill	OPC last weeks stock	Nill
Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs	
-	-		
-	-		
-	-		
-	-		
-	-		
-	-		
Nill	Nill	Nill	
PPC/PSC stock	Nill	PPC/PSC last weeks stock	Nill
Details		Project Manager	Admin Officer/Manager
Sign		<i>[Signature]</i>	Admin Audit
Date		06-11-2021	06-11-2021

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