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

Company: Kac			dakia &Modi Housing			Date:			20-11-2021				
			oomdale			Prepared by:			Chand Mohammod				
Report From / To 11-			-2021 To 17-11		parva oj.			una moi					
Report Date 20-			11-2021										
List of req	uisitions nu	ımbers ı	missing in the re	port*:									
List of req	uisitions w	here PO	/WO not prepare	ed 3 wor	king day	s after requi	sitio	n.					
Req No	. Re	q Date			Item Description				Reason for not preparing PO/WO#				
		1 =			Trom Bescription		+	Reason for not proparing t of Wo					
Proc. 67 May May respect to Assessed to the second													
							+						
							+						
List of requ	uisitions wh	nere PO	/WO is prepared	and iten	ns have n	ot been rece	ived	at site b	evond th	ne lea	d time:		
Req No		Date	Serial no of		Item Description		Details of discussion with suppliers						
		•	item in Req		Trem 2 coor.pulon			2000.00					
o processor of processor	- 1												
No. of gate passes issued thi			week:	Nil	/ 5	From No.		To No		lo.	o		
Delivery va			ñ										
Inward repo	ort (MRN/o	ther) &	stock report ema	ailed in p	ed in pdf format to purchase		e?	Yes / No					
Items not or	dered but r	eceived	:										
Other correc	ctions & re	narks:											
Details of st	eel & ceme	nt stock	k										
Sl. No	Tor size		Wt per mtr	Wt. for	12 mtr	Stock at s	ite	Stock at site in		F	Previous stock in Kgs		
			kgs	rod – k	gs	no of rods		Kgs					
1.	1. 8mm		.395		4.74	-		-		-	-		
2.	10mm		.617		7.404	-		-		-			
3.	12mm		.89		10.68	-			-		-		
4.	16mm				18.96	-		-		-	-		
5.	20mm		2.47		29.64	-		-		-	-		
6.	25mm		3.86		46.32	-		-			-		
7.	32mm		6.32		75.84	-		-			-		
8.	Binding	vire	-	-		-		-		-			
OPC stock	-	OPC last				PPC/PSC		03		PPC/PSC last -			
0. C 3.00K	- + + 144	i	weeks stock			stock				weeks stock			
etails			Project Manager			Admin Of	/Manag	er	Adn	Admin Audit			
Sign			for - when										
Date													
-410					-1 2 C	d this report to	nurch	ase@modi	properties of	om, as	shaiya@modin	properties.com and	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <u>purchase@modiproperties.com</u>, <u>ashawa@modiproperties.com</u> and <u>rajkumarn@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 started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to received, WO - material received fabrication not started, Delivery van delay, Delay by 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!