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

Company: Kada		Kadak	akia &Modi Housing			o:		11-12-2021			
Site: Bloo		Bloon	mdale			pared by:		Chand Mohammod			
Report From / To 02-1		02-12	2-2021 To 08-12-2021					- Charle tho	Tarrin 100		
			2-2021								
List of requi	sitions nu	mbers r	missing in the rep								
List of requisitions where PO/WO not prepared 3 working days after requisition:											
Req No.	Rec	Date				cription	tion.		Reason for not preparing PO/WO#		
				iten	item bescripti		- Keason it		n not preparing 1 0/ w ()		
,											
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			Description Description		Details of discussion with suppliers			
		Juic	item in Req.		item Description			betans of discussion with supplier			
			item in reeq.								
Contraction of the Contraction o											
No. of gate passes issued this week: Nil / 5						rom No To No					
Delivery van site visit on: 11-12-2021								101	NO. -		
Inward report (MRN/other) & stock report emailed in pdf forma						t to purchase? Yes / No					
Items not ord	dered but	received	 1:			, re parenace.			103/140	, 	
Other correc											
Details of ste			k								
Sl. No			Wt per mtr	Wt. for 12	mtr	Stock at site		Stock at site in	Descrience	-tl-1-17	
			kgs	rod – kgs		- no of rod		Kgs	Flevious	Previous stock in Kgs	
1.	8mm			-	4.74			-	-		
2.	10mm		.617		.404	-	١.		-		
3.	12mm		.89		10.68		1.		-		
4.	16mm		1.58		18.96		١.			-	
5.	20mm		2.47		29.64		١.		-		
6.	25mm		3.86		6.32			•	_		
7.	32mm		6.32		5.84	-	+.		-		
8.	Binding wire -		-		-						
OPC stock -			OPC last			PPC/PSC)4	PPC/PSC las		
			weeks stock			stock			weeks stock		
Details			Project Manager			Admin Offi	cer/N	Manager	Admin Audit		
Sign			for, Cahammod			2 moon manager			radili Addit		
Date											
Notes: 1. * Send a	a copy of the	missing	equisitions to Purchase immediately 2 Send			this report to a	reals	73 P			

Notes: 1.* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <u>purchase a modiproperties com</u>, <u>ashawa a modiproperties com</u> and <u>rajkumarn a 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 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!