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

Company:	Modi reality pocharam LLP	Date:	08.01.2022
Site:	Nilgiri heights	Prepared by:	S.Sharvani
Report From / To	01-01-22 to 08-01-22	Approved by:	G.Vijay raj
Report Date	08-01-2022		

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#
181808	02.01.22	1-7	UPVC windows	Wrong PO issued
181813	06.01.22	1	Measurement box	To be issued

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$
181775	08.12.21	1	FRP Pipes	Partially received
181795	23.12.21	1	Measurement Tape (5M)	Stock not available at SSLLP
181802	28.12.21	1	RBR Bonding agent	Next week Delivered
181814	06.01.22	1	Curing pipes	Ready with supplier

No. of gate passes issued this week:-	-	From No.	-	To No.	-
Delivery van site visit on:	03.01.22 & 05.01.22				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
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	310	2295.24	
3.	12mm	.89	10.68	336	3588.4	
4.	16mm	1.58	18.96	76	1441	
5.	20mm	2.47	29.64	130	3853	
6.	25mm	3.86	46.32	90	4169	
7.	32mm	6.32	75.84		-	
8.	Binding wire				600	

OPC stock	250	OPC last weeks stock	281	PPC/PSC stock	294	PPC/PSC last weeks stock	306

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	08.01.2022	08.01.2022	

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!