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

Company:	Modi reality pocharam LLP		Date:	14.01.2022		
Site:	Nilgiri heights		Prepared by:	S.Sharvani		
Report From / To	09-01-22 to 14-01-22		Approved by:	G.Vijay raj		
Report Date	14-01-2022					
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		
181822	10.01.22	1	Wooden document scanner	Sent to MD's approval		
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		
181813	06.01.22	1	Measurement box	Supplier arranging material		
181814	06.01.22	1	Curing pipes	Stock not available at SSLLP		
181818	08.01.22	1-7	Cpvc fitting	Stock not available at SSLLP		
181819	10.01.22	1-2	Consumables	Ready with supplier		
181820	10.01.22	1	Safety ribbons	Ready with supplier		
181821	10.01.22	1-3	Stationery	Ready with supplier		
181823	10.01.22	1	Concrete bonding agent	Supplier arranging material		
181824	11.01.22	1	Stationery	Ready with supplier		
No. of gate passes issued this week:-	2	From No.	1085	To No.	1086	
Delivery van site visit on:	11.01.22 & 12.01.22					
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	435	2061	
2.	10mm	.617	7.404	168	1244	
3.	12mm	.89	10.68	144	1538	
4.	16mm	1.58	18.96	100	1896	
5.	20mm	2.47	29.64	65	1927	
6.	25mm	3.86	46.32	55	2548	
7.	32mm	6.32	75.84		-	
8.	Binding wire				300	
OPC stock	230	OPC last weeks stock	250	PPC/PSC stock	294	PPC/PSC last weeks stock 306
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		14.01.2022		14.01.2022		

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!