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

Company: Kadakia & Modi Housing Date: 22-01-2022 Site: Bloomdale Prepared by: Chand Mohammod Report From / To 13-01-2022 To 19-01-2022	
Report From / To 13-01-2022 To 19-01-2022	
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Report Date 22-01-2022	Andrew Park out of the Control of th
List of requisitions numbers missing in the report*:	
List of requisitions where PO/WO not prepared 3 working days after requisition:	
	1/()
Red No. Red Date Item Description Reason for not preparing POA	WO
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 Details of discussion with supp	liers
item in Req.	nici
No. of the second secon	
No. of gate passes issued this week: Nil / 5 From No To No	
Delivery van site visit on: 19-01-2022	
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 - Wt for 12 mtr Stock et site. Stock et site in D	
With total 12 mile Stock at site in Previous stock in	in Kgs
1. 8mm kgs rod - kgs - no of rods Kgs - 1. 8mm 395 4.74	
2 10mm 617 7.404	
2. 10mm .617 7.404	
4 16mm 158 18.06	
5. 20mm 2.47 29.64	
6 25mm 2.96 46.22	
10.52	
7. 32mm 6.32 75.84 -	
8. Binding wire	
8. Binding wire - <	
8. Binding wire	
8. Binding wire OPC stock - OPC last weeks stock - PPC/PSC stock stock weeks stock - weeks stock	

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>ruthunam 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!