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

Company: Kadal		kia &Modi Housing		Date:			12-02-2022			
Site: Bloor			6	Prepared by:		Chand Mohammod				
A STATE OF THE PARTY WAS A STATE OF THE PARTY OF THE PART		2-2022 To 09-02-2022		Trepared by,			Chand Mohammod			
Report Date										
Report Date 12-02-2022 List of requisitions numbers missing in the report*:										
List of requisitions where DOAVO reference 1.2.										
List of requisitions where PO/WO not prepared 3 working days after requisition: Reg No. Reg Date Item Description Reason for not preparing PO/WO!										
21688	Req Date								t preparing PO/WO	
21688 04-02-2022		Electrical			ires					
List of requisitions where PO/WO is accounted to										
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 Possilla of discussion with quantical									ead time:	
Req No. Req Date		Serial no of Item Des			ription Details of di			fdisc	liscussion with supplier ^s	
		item in Req.								
			-							
No. of gate passes issued this week: Nil / 5										
Delivery van site visit on:					From No.	-	To	No.	-	
Inward report (MPN/other) & steel and the st										
Items not ordered but received: Yes / No									Yes / No	
Other corrections & remarks:										
Details of steel & cement stock SI. No Tor size Wt per mtr Wt. for 12 mtr Stock at site Stock at site in Previous steel in Vise										
	101 3120		Wt. for 12 mtr		Stock at site		Stock at site in Previous stock in Kgs		Previous stock in Kgs	
1.	8mm	.395	rod – kgs	4.74	– no of rods		Kgs			
2.	10mm	.617			-	-	-		•	
3.	12mm	.89	7.404 10.68		-		-		-	
4.	16mm	1.58	18.96		-		-		•	
5.	20mm	2.47			-		-		-	
6.	25mm	3.86	29.64		-		-		-	
7.	32mm	6.32	46.32 75.84		-		-		•	
8.	Binding wire	0.32	7:	0.04	-		-		-	
OPC stock	-	OPC last	-		PDC/PCC	_	-		-	
2.001.		weeks stock	_		PPC/PSC		06		PC/PSC last -	
Details		Project Manager			stock				eeks stock	
Sign		for Cohammo			Admin Officer/Manager			A	dmin Audit	
Date		12/02/22								
Marian 1 * C 1		12/2/2	N.					1		

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