

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

Company:	Silver Oak Villas LLP	Date:	12-02-2022
Site:	Silver Oak Villas	Prepared by:	Ch Pranavi
Report From / To	04-02-2022 to 12-02-2022 (fri to sat)	Approved by:	K Purshotham
Report Date	12-02-2022		

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*
156606	14-12-2021	02	Toys & story books	PO to be issued
156616	07-01-2022	1	Capacitor bank 3 phase	

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 ⁵
156619	12-01-2022	1	Acralic sheet	Material available at supplier and will be delivered by Monday
156621	01-02-2022	01	Sanitary - concealed flush tank	No stock at supplier
156621	01-02-2022	01	EWC commode	Present material is not available at supplier and material will be delivered within two days

No. of gate passes issued this week:	05/6	From No.	6579	To No.	6583
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Delivery van site visit on: 1 07-02-2022, 9-02-2022, 11-02-2022

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. - 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	-	-	
3.	12mm	89	10.68	-	-	
4.	16mm	1.58	18.96	-	-	
5.	20mm	2.47	29.64	-	-	
6.	25mm	3.86	46.32	-	-	
7.	32mm	6.32	75.84	-	-	
8.	Binding wire	-		Nil	Nil	Nil
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign						
Date	12-02-2022		12-02-2022			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashanya@modiproperties.com and rajkumar@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing 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!