

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

Company:	Silver Oak Villas LLP	Date:	19-02-2022
Site:	Silver Oak Villas	Prepared by:	Ch. Pranavi
Report From / To	11-02-2022 to 19.02.2022 (fri to sat)	Approved by:	K Purshotham
Report Date	19-02-2022		
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
156606	14-12-2021	02	Toys & story books
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
156621	01-02-2022	01	Sanitary - concealed flush tank
156621	01-02-2022	01	EWC commode
Details of discussion with supplier ⁵			
Material available at supplier and will be delivered by Tuesday			
Material available at supplier and will be delivered by Tuesday			
No. of gate passes issued this week:		0/6	From No. 6579 To No. 6583
Delivery van site visit on: 1		12-02-2022, 14-02-2022, 16-02-2022, 18-02-2022	
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
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
Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs	
Nil	Nil	Nil	
OPC stock	Nil	OPC last weeks stock	Nil
PPC/PSC stock	Nil	PPC/PSC last weeks stock	Nil
Details		Project Manager	Admin Officer/Manager
Sign		<i>[Signature]</i>	Admin Audit
Date		19-02-2022	19-02-2022

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashanya@modiproperties.com and rajikumam@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!

[illegible]

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

Company:	Silver Oak welfare association	Date	19-02-2022
Site:	Silver Oak Villas	Prepared by	Ch Pranavi
Report From / To	11-02-2022 to 19-02-2022 (fri to sat)	Approved by	K Purshotham
Report Date	19-02-2022		

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*
191010	23-11-2021	01	Boom Barrier AMC	PO to be issued
191011	30-11-2021	01	Roots multi clean AMC	PO to be issued
191012	30-11-2021	01	Roots multi clean service charge	PO to be issued
191013	02-12-2021	01 to 03	Cue sticks, chalks, stick tips	PO 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 ²
191016	23-12-2021	01	Road blockers	Material available at supplier and will be delivered by Tuesday

No. of gate passes issued this week:

Nil From No. Nil To No. Nil

Delivery van site visit on:

12-02-2022, 14-02-2022, 16-02-2022, 18-02-2022

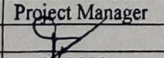
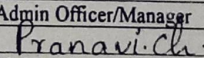
Inward report (MRN/other) & stock report emailed in pdf format to purchase?

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		
Sign						
Date	19-02-2022			19-02-2022		
				Admin Audit		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashuiva@modiproperties.com and rajikumam@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!