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

		rchids LLP		Date:		12-03-2022			
Site: VOC				Prepared by:		K.Sneha			
Report From / To 06-03-20		2022 To 12-03-2022		Approved by:		A.Suresh			
Report Date	12-03-	2022							
List of requisi	itions numbers m	nissing in the repo	ort*:-						
List of requisi	itions where PO/	WO not prepared	3 working da	ys after requis	ition:		20004		
Req No.	Req Date	Serial no of	Item Description		Reason for not preparing PO/WO#				
		item in Req.							
-	-	-				-			
List of requis	itions where PO/	WO is prepared a	and items have	not been recei	ved at si	te beyond the	e lead time:		
Req Date		Serial no of	Item Description			Details of discussion with supplier <sup>s</sup>			
Req No.		item in Req.							
-	-	-	1	-	-	To N			
No. of gate passes issued this week:			Nill	From No.		101	0.		
Delivery van	site visit on:		- 100		0		Yes		
		stock report ema	iled in pdf for	mat to purchas	e?		103		
	ered but received	d: -							
	ions & remarks:								
Details of ste	el & cement stoc			- I a. 1 .		ock at site in	Previous stock in Kgs		
Sl. No	Tor size	Wt per mtr	Wt. for 12 m	tr Stock at s			1 Tevrous see		
		kgs	rod – kgs		ods Kg		Nil		
1	8mm	.395	7.4	.74 Nil .04 Nil	Ni		Nil		
2.	10mm	.617			Ni		Nil		
3.	12mm	.89	10.		Nil		Nil		
4.	16mm	1.58		.64 Nil	111		Nil		
5.	20mm	2.47	46.		Ni		Nil		
6.	25mm	3.86		.84 Nil	Ni		Nil		
7.	32mm	6.32	13.	Nil	Ni		Nil		
8.	Binding wire	angl .		PPC/PSC			PPC/PSC last -		
OPC stock		OPC last		stock			weeks stock		
		weeks stock		Admin O	fficer/M	anager	Admin Audit		
Details		Project Manager		K.Sneha					
Sign		A.Suresh			12-03-2022				
D .		12-03-2022		12 05 20	12-03-2022 Cand this renot				

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 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 started, Delivery van delay, Delay by purchase assistant, Supplier arranging received, WO - material received fabrication not started, Delivery van delay, Delay by 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!

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Prepared by Report from/t	0	27-02-22 TO 05-03-22	ade contact waters, include a trace office that has been able to the experience of		4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
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Requisition No	Requisition Date	Material Description  O/WO not prepared 3 working days after requisitions  Item Description	Purchase Manager - Remarks	Material delivered/	hiva Kristicie If material ja ned detivered - ia delay juotellad?
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Reg NO	Reg Date	Item Description	The state of the s	I	
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