

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

Company:	Villa Orchids-LLP	Date:	27-03-2021
Site:	Villa Orchids	Prepared by:	K. SNEHA
Report From / To	21-03-21 To 27-03-21	Approved by:	A. SURESH
Report Date	27-03-2021		
List of requisitions numbers missing in the report ¹ :- -			
List of requisitions where PO/WO not prepared 3 working days after requisition:			
Req No.	Req Date	Item Description	Reason for not preparing PO/WO ²
-	-	-	-
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
63666	16-03-21	1-3	Tan Brown granite
PO NO:75700 we will get it from SSSLP Stores			
No. of gate passes issued this week:	Nil	From No.	-
Delivery van site visit on:	Visited in this week 22 nd March		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes		
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		
OPC stock		OPC last weeks stock	PPC/PSC stock
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	27-03-2021	27-03-2021	

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





Prepared by:	Mounika				
Report Date	20.03.21				
Site	Villa Orchids LLP			date	27-03-2021
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
Nil	Nil	Nil	Nil		
List of requisitions Where PO/WO is prepared and items have not received at site					
63663	10.03.21	Flush plates Screws	With in 2 days Delivery	YES	
63666	16.03.21	Tan Brown Granite	Pick from SSLLP	NO	

Snehal

