

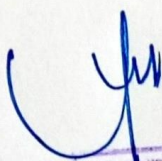
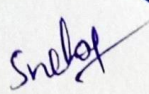
Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Villa Orchids -LLP	Date:	10-04-2021
Site:	Villa Orchids	Prepared by:	K SNEHA
Report From / To	04-04-21 To 10-04-21	Approved by:	A SURESH
Report Date	10-04-2021		
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
63673	31-03-21	1	Video door phones
		Reason for not preparing PO/WO [#]	
		Po to be issue	
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
		Details of discussion with supplier ^{\$}	
		PO NO:75700 we will get it from SLLP Stores by Monday	
63677	7-04-21	1-2	White cement
63678	7-04-21	1-2	Araldite
		PO NO:76251 we will get it from SLLP Stores	
No. of gate passes issued this week:		-	From No. - To No. -
Delivery van site visit on:		9 th April	
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		Nil
Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs	
Nil	Nil	Nil	
Nil	Nil	Nil	
Nil	Nil	Nil	
Nil	Nil	Nil	
Nil	Nil	Nil	
Nil	Nil	Nil	
Nil	Nil	Nil	
Nil	Nil	Nil	
OPC stock	OPC last weeks stock	PPC/PSC stock	PPC/PSC last weeks stock
			3 bags
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	10-04-2021	10-04-2021	

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

APPROVED BY
10 APR 2021
A. SURESH
PROJECT MANAGER

Prepared by:	Mounika				
Report Date	09.04.21				
Site	Villa Orchids LLP				
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Date: Material delivered?	10/4/2021 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					
63666	16.03.21	Tan Brown Granite	Pick from SSLP	No	



APPROVED BY
10 APR 2021
A. SURESH
PROJECT MANAGER