

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

Company:	Villa Orchids -LLP	Date:	17-04-2021
Site:	Villa Orchids	Prepared by:	K.SNEHA
Report From / To	11-04-21 To 17-04-21	Approved by:	A.SURESH
Report Date	17-04-2021		
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 SSSLP Stores by Monday
No. of gate passes issued this week:		-	From No. - To No. -
Delivery van site visit on:		15 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		
OPC stock		OPC last weeks stock	PPC/PSC stock
			-
			PPC/PSC last weeks stock
			-
Details	Project Manager		Admin Officer/Manager
Sign			Admin Audit
Date	17-04-2021		17-04-2021

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumari@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
17 APR 2021
A. SURESH
PROJECT MANAGER

Sneha

Prepared by:	Mounika				
Report Date	10.04.21				
Site	Villa Orchids LLP				17/4/2021
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?
63673	31.03.21	Video Door Phones	Requisition sent for Customer Relation for Approval		
List of requisitions Where PO/WO is prepared and items have not received at site					
63666	16.03.21	Tan Brown Granite	Pick from SSLLP	NO	
63677	07.04.21	White Cement	Delivered	YES	
63678	07.04.21	Araldite	Delivered	YES	



Smehy