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

Company:	Villa Orchids -LLP	Date:	30-04-2021
Site:	Villa Orchids	Prepared by:	K.SNEHA
Report From / To	25-04-21 To 30-04-21	Approved by:	A.SURESH
Report Date	30-04-2021		

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	Reason for not preparing PO/WO#
63673	31-03-21	1	Video door phones	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	Details of discussion with supplier$
63666	16-03-21	1-3	Tan Brown granite	PO NO:75700 we will get it from SSLLP Stores by Monday

No. of gate passes issued this week:	01	From No.	1994	To No.	1994
Delivery van site visit on:	27th 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	Stock at site – no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74	Nil	Nil	Nil
2.	10mm	.617	7.404	Nil	Nil	Nil
3.	12mm	.89	10.68	Nil	Nil	Nil
4.	16mm	1.58	18.96	Nil	Nil	Nil
5.	20mm	2.47	29.64	Nil	Nil	Nil
6.	25mm	3.86	46.32	Nil	Nil	Nil
7.	32mm	6.32	75.84	Nil	Nil	Nil
8.	Binding wire			Nil	Nil	Nil

OPC stock		OPC last weeks stock		PPC/PSC stock	-	PPC/PSC last weeks stock	-

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Sneha	
Date	30-04-2021	30-04-2021	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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
30 APR 2021
A. SURESH
PROJECT MANAGER