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

0		Kein	arks from site on	the Requis	ition	by Site Rep	port o	of purchas	se divisi	<u>on</u>	
Company:											
Site:		Villa	rchids-LLP		Date:			08-05-			
Report From	To	Villa C	rchids		Prepa	ired by:		K.SNI	EHA		
Report Date	10	01-05-	21 To 08-05-21		Appr	oved by:		A.SUF	RESH		
List of requisi		08-05-	2021								
List of requisi	tions nui	mbers m	2021 issing in the repo	ort*							
Reg N		cic I O	WO not prepared	3 working	days	after requis	ition				
List of requisitions where No. Req No. Re		Date	Serial no of	Hem Des		Description		Reason for not preparing PO/WO#			
63673			item in Req.								
				Video door ph		nones Po to be issue		,			
List of requis	itions wh	ere PO/	WO is prepared	video de	or pil	these sees	FOR	o de issue	and tha l	and time:	
Req No. Reg		Date	Serial no of	and items na	Item Description		Po to be issue eived at site beyond the lead time: Details of discussion with supplier ^s				
	-		item in Req.	Item Descript		iption	Details of discussion with supplier		supplier		
63688	30-04	1-21	1-2	Elizab -1	The last		D 7/0/5 Li- Make I alsahmi tradara wa				
		1	1-2	1-2 Flush plate s		screws Po n		Po no:76865 supplier Maha Lakshmi traders we			
							will get material when material available at				
No. of gate p	asses issi	red this	wool:	Nr.1	1		supp	lier.	T N		
Delivery van	site visit	on:	WCCK.	Nil	F	rom No.		-	To No.		-
Inward repor	t (MRN/	other) &	stock report ema	11 1: 100		Visi	ted in	this week	4"851	The same of the sa	
Items not ord	arad by	· ·	згоск героп ета	illed in pdf fo	ormat	to purchase	e?			Yes	
Other correct	iona P	received	1: -								
Details of sta	ions & r	emarks:									
Details of ste											
SI. NO	Tor size		Wt per mtr			20100000		Stock at		site in Previous stock	
			kgs	rod – kgs		site – no of		f Kgs			
1.	0					rods					
2.	8mm		.395		4.74	Nil		Nil		Nil	
	10mm		.617	-	.404	Nil		Nil		Nil	
3.	12mm		.89		0.68	Nil		Nil		Nil	
4.	16mm		1.58	-	8.96	Nil		Nil		Nil	
5.	20mm		2.47		9.64	Nil		Nil		Nil	
6.	25mm		3.86		6.32	Nil		Nil		Nil	
7.	32mm		6.32	7	5.84	Nil		Nil		Nil	
8.	Bindin	g wire				Nil		Nil		Nil	
OPC stock			OPC last			PPC/PSC		-		PC/PSC last	-
			weeks stock			stock				eeks stock	
Details			Project Manage	er		Admin O	fficer/	Manager	A	dmin Audit	
							110	_			
Sign						08-05-202	elet				

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!



Page 1 of 1

repared by:	Mounika				
eport Date	03.05.21				
ite	Villa Orchids LLI				= 105 2021
				pate:	If material is not delivered
ist of requisi	tions Where PO/V	WO not prepared 3 working days after requ	isition:	Material delivered?	is delay justified?
Requisition	Requisition	Material Desescription	Purchase Officer - Restaura		
No	Date		Requisition sent for Customer Relation	n for Approval	
			Requisition sent for Customer Related		
63673	31.03.21	Video Door Phones			
List of requi	sitions Where PO/	WO is prepared and items have not receive	Delivered	yes	
ast of requis		Tan Brown Granite	Delivered	yes	
		\$ 14.00 miles (1.00 miles (1.0	Delivered	Yes	
		\$ 14.00 miles (1.00 miles (1.0	Delivered	Yes	
		\$ 14.00 miles (1.00 miles (1.0	Delivered	Yes	
		\$ 14.00 miles (1.00 miles (1.0	Delivered	Yes	
		\$ 14.00 miles (1.00 miles (1.0	Delivered	Yes	

W.

APPROVED BY

0 8 MAY 2021

A. SURESH PROJECT MANAGER snelof