

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

Company:	Villa Orchids-LLP	Date:	15-05-2021
Site:	Villa Orchids	Prepared by:	K SNEHA
Report From / To	09-05-21 To 15-05-21	Approved by:	A SURESH
Report Date	15-05-2021		

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 [§]
-	-	-	-	-

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 [§]
63688	30-04-21	1-2	Flush plate screws	Po no:76865 supplier Maha Lakshmi traders we will get material when material available at supplier.
63691	7-05-21	1	Video door phones	Po no:76990 we will get it from sslip stores
63692	8-05-21	1	Solid bricks	Po no:77012 supplier Sai vishal enterprises we will get material when material available at supplier
63693	8-05-21	1	Steel	Po no:77013 supplier Teja steel traders we will get it from supplier

No. of gate passes issued this week:	Nil	From No.	-	To No.	-
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Delivery van site visit on: Visited in this week 4th&5th May

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

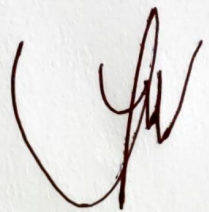
OPC stock	OPC last weeks stock	PPC/PSC stock	-	PPC/PSC last weeks stock	-
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Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		sneha	
Date	15-05-2021	15-05-2021	

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

15 MAY 2021
A. SURESH
PROJECT MANAGER

Prepared by:	Mounika			
Report Date	07.05.21			
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	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				
63688	30.04.21	Flush Plates Screws	Pick from Supplier	NO



APPROVED BY
15 MAY 2021
A. SURESH
PROJECT MANAGER