

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

Company:	Villa Orchids-LLP	Date:	12-06-2021				
Site:	Villa Orchids	Prepared by:	K.SNEHA				
Report From / To	06-06-21 To 12-06-21	Approved by:	A.SURESH				
Report Date	12-06-2021						
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 sslp stores when material available at sslp stores.			
No. of gate passes issued this week:		Nil	From No.	-	To No.	-	
Delivery van site visit on:		Visited in this week 10 th june					
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		A.Suresh		K.Sneha			
Date		12-06-2021		12-06-2021			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajkumarn@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 can 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
12 JUN 2021
A. SURESH
PROJECT MANAGER