

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

Company	Villa Orchids-I.I.P	Date	03-07-2021
Site	Villa Orchids	Prepared by	K SNEHA
Report From / To	27-06-21 To 03-07-21	Approved by	A SURESH
Report Date	03-07-2021		

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 ^s
63691	7-05-21	1	Video door phones	Po no 76990 we will get it from sslp stores when material available at sslp stores
63698	18-06-21	1	Carpet grass	Po No 77849 supplier Green Belt Service supplier delivering material by Monday

No. of gate passes issued this week	Nil	From No	-	To No.	-
Delivery van site visit on	3 rd July				
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	03-07-2021			03-07-2021		

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 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!

Sneha

Prepared by:	Mounika			
Report Date	01.07.21			
Site	Villa Orchids LLP			
			Date:	03/07/2021
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?
List of requisitions Where PO/WO is prepared and items have not received at site				
63691	07.05.21	Video Door phones	No stock with Supplier	
63696	15.06.21	Parking tiles	Alread delivered	Yes
63698	18.06.21	Carpet Grass	Monday Delivery	

Sneha