

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

Company:		Villa Orchids-LLP		Date:	10-07-2021	
Site:		Villa Orchids		Prepared by:	K SNEHA	
Report From / To		04-07-21 To 10-07-21		Approved by:	A SURESH	
Report Date		10-07-2021				
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 ⁶		
-	-	-	-	-		
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 ⁵		
63691	7-05-21	1	Video door phones	Po no:76990 we will get it from SSSLP stores when material available at SSSLP stores.		
63703	04-07-21	1	Video door phones	Po no:78362 we will get it from SSSLP Stores when material available at SSSLP Stores		
No. of gate passes issued this week:			Nil	From No.	-	To No. -
Delivery van site visit on:			7 th & 9 th 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		10-07-2021		10-07-2021		

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

APPROVED BY

10 JUL 2021

A. SURESH
PROJECT MANAGER

Sneha

Prepared by:	Mounika				
Report Date	03.07.21				
Site	Villa Orchids LLP				
List of requisitions Where PO/WO not prepared 3 working days after requisition:				Date:	10/07/21
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	No.	
63698	18.06.21	Carpet Grass	Already Delivered	yes	


