

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

Company	Villa Orchids-LLP	Date	24-07-2021
Site	Villa Orchids	Prepared by	K SNEHA
Report From / To	18-07-21 To 24-07-21	Approved by	A SURESH
Report Date	24-07-2021		
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
-	-	-	-
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
63691	7-05-21	1	Video door phones
63703	04-07-21	1	Video door phones
63704	21-07-21	1-8	Colin
No. of gate passes issued this week:		Nil	
Delivery van site visit on:		20th 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
1.	8mm	.395	4.74
2.	10mm	.617	7.404
3.	12mm	.89	10.68
4.	16mm	1.58	18.96
5.	20mm	2.47	29.64
6.	25mm	3.86	46.32
7.	32mm	6.32	75.84
8.	Binding wire		
OPC stock		OPC last weeks stock	PPC/PSC stock
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	A.Suresh	K.Sneha	
Date	24-07-2021	24-07-2021	

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
24 JUL 2021
A. SURESH
PROJECT MANAGER

Sneha

Prepared by:	Mounika				
Report Date	17.07.21				
Site	Villa Orchids LLP				Date: 24/07/21
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	NO	
63703	04.07.21	Video Door phones	No stock with Supplier	NO	


 APPROVED BY
 24 JUL 2021
 A. SURESH
 PROJECT MANAGER

Snehal