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

Company	Villa Orchids-LLP	Date	01-10-2021
Site	Villa Orchids	Prepared by	K SNEHA
Report From / To	26-09-21 To 01-10-21	Approved by	A SURESH
Report Date	01-10-2021		

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$
-	-	-	-	-

No. of gate passes issued this week	Nil	From No	-	To No	-
Delivery van site visit on:	30th sep				
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	N.Shravya	
Date	01-10-2021	01-10-2021	

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 ompleting 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 Monika
Report Date 25.09.21
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?
				Date	01/10/21

List of requisitions Where PO/WO is prepared and items have not received at site

63797	20.9.21	Gate lamp	Collect from Supplier	yes	

APPROVED BY
01 OCT 2021
PROJECT MANAGER

Snehal