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

Company:		Villa Orchids-LLP	D	ate:	23-10-202)1	
		Villa Orchids		repared by:	K.Sneha		
Report From / To 17-1		17-10-21 To 23-10-21		pproved by:	A.SURESH		
Report Date 23-1		23-10-2021		pproved by.	A.SURESII		
List of requ	uisitions num	bers missing in the re	port*:				
List of requ	uisitions when	re PO/WO not prepare	ed 3 working da	vs after requisiti	on:		
Req No.	Req I	Date Serial no of	f Item D	escription	Reason for not preparing PO/WO#		
_	-	item in Req					
List of requ		- DO/IVO:	-	-			
Reg No.	Pog T	e PO/WO is prepared	and items have	not been receive	d at site beyond	the lead time:	
Req No. Req Da		Date Serial no of item in Req.	Item D	escription	Details of discussion with supplier ^{\$}		
-	-	-	-	-			
No. of gate passes issued thi		this week:	Nil	From No.	- To	No.	
Delivery va	n site visit or	1:			10	INO.	-
Inward repo	ort (MRN/oth	er) & stock report em	ailed in pdf forr	nat to purchase?		Yes	
Τ.			F	at to parenase:		res	
Items not or	rdered but red	ceived: -					
	rdered but rec						
Other correct	ctions & rema	arks:					
Other correct Details of st	ctions & rema	arks: t stock	Wt for 12 mt	Stook at	C4-1-1-1-1		
Other correct Details of st	ctions & rema	arks:	Wt. for 12 mt.	site – no of	Stock at site i	n Previous	stock in Kgs
Other correct Details of st Sl. No	ctions & rema	arks: t stock Wt per mtr	rod – kgs	site – no of rods	Kgs		stock in Kgs
Other correct Details of st Sl. No 1. 2.	ctions & remateel & cement	arks: t stock Wt per mtr kgs	rod – kgs	site – no of rods 4 Nil	Kgs Nil	Nil	stock in Kgs
Other correct Details of st Sl. No	ctions & remateel & cement Tor size	arks: t stock Wt per mtr kgs	rod – kgs 4.7 7.40	site – no of rods Nil Nil	Kgs Nil Nil	Nil Nil	stock in Kgs
Other correct Details of st Sl. No 1. 2. 3. 4.	teel & cement Tor size 8mm 10mm	wt per mtr kgs 395 617	rod – kgs 4.7 7.40 10.6	site – no of rods Nil Nil Nil Nil	Nil Nil Nil	Nil Nil Nil	stock in Kgs
Other correct Details of st SI. No 1. 2. 3.	teel & cement Tor size 8mm 10mm 12mm	arks: t stock Wt per mtr kgs .395 .617 .89 1.58	rod – kgs 4.7 7.40 10.6 18.9	site – no of rods 4 Nil 4 Nil 8 Nil 5 Nil	Nil Nil Nil Nil	Nil Nil Nil Nil	stock in Kgs
Other correct Details of st Sl. No 1. 2. 3. 4. 5. 6.	teel & cement te	arks: t stock Wt per mtr kgs .395 .617 .89 1.58 2.47	rod – kgs 4.7 7.40 10.6 18.9 29.6	site – no of rods Nil Nil Nil Nil Nil Nil Nil Nil Nil	Nil Nil Nil Nil Nil Nil	Nil Nil Nil Nil Nil	stock in Kgs
Other correct Details of st Sl. No 1. 2. 3. 4. 5.	teel & cement Tor size 8mm 10mm 12mm 16mm 20mm	arks: t stock Wt per mtr kgs .395 .617 .89 1.58 2.47 3.86	rod – kgs 4.7 7.40 10.6 18.9 29.6 46.3	site – no of rods 4 Nil 4 Nil 8 Nil 5 Nil 4 Nil 2 Nil	Kgs Nil Nil Nil Nil Nil Nil Nil	Nil Nil Nil Nil Nil Nil	stock in Kgs
Other correct Details of st Sl. No 1. 2. 3. 4. 5. 6.	teel & cement Tor size 8mm 10mm 12mm 16mm 20mm 25mm 32mm	Arks: t stock Wt per mtr kgs .395 .617 .89 1.58 2.47 3.86 6.32	rod – kgs 4.7 7.40 10.6 18.9 29.6	site – no of rods 4 Nil 4 Nil 8 Nil 6 Nil 1 Nil 2 Nil Nil Nil	Nil Nil Nil Nil Nil Nil Nil Nil Nil	Nil Nil Nil Nil Nil Nil Nil Nil	stock in Kgs
Other correct Details of st Sl. No 1.	teel & cement Tor size 8mm 10mm 12mm 16mm 20mm 25mm	Arks: t stock Wt per mtr kgs .395 .617 .89 1.58 2.47 3.86 6.32	rod – kgs 4.7 7.40 10.6 18.9 29.6 46.3	site – no of rods 4 Nil 4 Nil 8 Nil 6 Nil 4 Nil 2 Nil 4 Nil Nil Nil	Nil	Nil Nil Nil Nil Nil Nil Nil Nil Nil	
Other correct Details of st Sl. No 1. 2. 3. 4. 5. 6. 7. 8. OPC stock	teel & cement Tor size 8mm 10mm 12mm 16mm 20mm 25mm 32mm	### Arks: ### Arks:	rod – kgs 4.7 7.40 10.6 18.9 29.6 46.3	site – no of rods 4 Nil 4 Nil 8 Nil 5 Nil 4 Nil 2 Nil 4 Nil Nil Nil PPC/PSC	Nil Nil Nil Nil Nil Nil Nil Nil Nil	Nil Nil Nil Nil Nil Nil Nil Nil Nil PPC/PSC last	
Other correct Details of st SI. No 1. 2. 3. 4. 5. 6. 7. 8. OPC stock	teel & cement Tor size 8mm 10mm 12mm 16mm 20mm 25mm 32mm	### Arks: ### t stock Wt per mtr kgs	rod – kgs 4.7 7.40 10.6 18.9 29.6 46.3 75.8	site – no of rods 4 Nil 4 Nil 5 Nil 6 Nil 4 Nil 7 Nil Nil Nil PPC/PSC stock	Kgs Nil	Nil Nil Nil Nil Nil Nil Nil Nil Nil PPC/PSC last weeks stock	
Other correct Details of st Sl. No 1. 2. 3. 4. 5. 6. 7. 8. OPC stock	teel & cement Tor size 8mm 10mm 12mm 16mm 20mm 25mm 32mm	### Arks: ### t stock Wt per mtr kgs	rod – kgs 4.7 7.40 10.6 18.9 29.6 46.3 75.8	site – no of rods 4 Nil 4 Nil 8 Nil 5 Nil 4 Nil 2 Nil 4 Nil Nil Nil PPC/PSC	Kgs Nil	Nil Nil Nil Nil Nil Nil Nil Nil Nil PPC/PSC last	

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!



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