

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

Company:	Villa Orchids-LLP	Date:	04-12-2021
Site:	Villa Orchids	Prepared by:	K. Sneha
Report From / To	28-11-21 To 04-12-21	Approved by:	A.SURESH
Report Date	04-12-2021		

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 [#]
63806	18-11-2021	1	CC Camera's	PO to be issue.

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 ^{\$}
63807	27-11-2021	1	Sintex water tank	PO No.83090, We will get it from SSLLP Stores by Monday

No. of gate passes issued this week:	Nil	From No.	-	To No.	-
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Delivery van site visit on: -

Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes

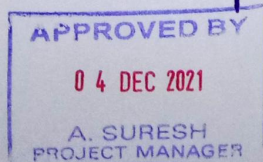
Items not ordered but received: -

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		04-12-2021		04-12-2021		

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!



Sneha

Prepared by:	Mounika				
Report Date	27.11.21				
Site	Villa Orchids LLP				
List of requisitions Where PO/WO not prepared 3 working days after requisition:				Date:	04/12/2021
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
63806	18.11.21	CC Camera's	PO to be issue	No	
List of requisitions Where PO/WO is prepared and items have not received at site					
Nil	Nil	Nil	Nil		

APPROVED BY
04 DEC 2021
A. SURESH
PROJECT MANAGER

Sachaf