2Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Company: Villa Orchids-LLP		Da	Date:		19-02-2022			
		a Orchids	Pr	epared by:		K.Sneha			
Report From / To 13-02-22 To 19-02-22			Approved by:		A.SURESH				
Report Date 19-02-2022									
List of requ	isitions number	s missing in the rep	ort*:						
List of requ	isitions where F	O/WO not prepare	d 3 working da	vs after requisi	tion:				
Req No. Req Date		e Serial no of item in Req.	Item De	escription	Reason for not preparing PO/W		O/WO#		
-	-	-		-					
List of requ	isitions where P	O/WO is prepared	and items have	not been receiv	ved at site beyon	nd the le	ad time		
Req No. Req Date		Serial no of item in Req.	Item De	Item Description		Details of discussion with supplier ^s			
63808	18-12-2021 1		SS Name	SS Name plate		Po no:83928, Sup:Legend Elevation, Supplier Delivered the material by Monday.			
No. of gate passes issued this week:			Nil	From No.		To No.		_	
	n site visit on:		-					200	
Inward repo	rt (MRN/other)	& stock report ema	iled in pdf form	nat to purchase	?		No		
Items not or	dered but receiv	/ed: -							
	tions & remark							- > -	
Details of st	eel & cement st	ock							
Sl. No	Tor size	Wt per mtr	Wt. for 12 mtr			te in	Previous stock in Kgs		
		kgs	rou – kgs	- no or roc	IS NOS		Nil		
1.	8mm	.395	rod – kgs 4.74	- no of roc			Nil		
2.	8mm 10mm			4 Nil	Nil Nil		Nil Nil		
2. 3.	10mm 12mm	.395	4.7	4 Nil 4 Nil	Nil				
2. 3. 4.	10mm	.395 .617	4.74 7.40	4 Nil 4 Nil 8 Nil	Nil Nil		Nil		
2. 3.	10mm 12mm	.395 .617 .89	4.74 7.404 10.66	4 Nil 4 Nil 8 Nil 6 Nil	Nil Nil Nil		Nil Nil Nil		
2. 3. 4. 5.	10mm 12mm 16mm 20mm 25mm	.395 .617 .89	4.7· 7.40· 10.6: 18.9	4 Nil 4 Nil 8 Nil 6 Nil 4 Nil	Nil Nil Nil Nil		Nil Nil Nil		
2. 3. 4. 5. 6. 7.	10mm 12mm 16mm 20mm	.395 .617 .89 1.58 2.47	4.7- 7.40- 10.6- 18.9- 29.6-	4 Nil 4 Nil 8 Nil 6 Nil 4 Nil 2 Nil	Nil Nil Nil Nil Nil		Nil Nil Nil		
2. 3. 4. 5. 6. 7.	10mm 12mm 16mm 20mm 25mm	395 .617 .89 1.58 2.47 3.86 6.32	4.7· 7.40· 10.66 18.90 29.6- 46.32	4 Nil 4 Nil 8 Nil 6 Nil 4 Nil 2 Nil	Nil Nil Nil Nil Nil Nil Nil	2-1	Nil Nil Nil Nil Nil Nil		
2. 3. 4. 5. 6. 7.	10mm 12mm 16mm 20mm 25mm 32mm	.395 .617 .89 1.58 2.47 3.86	4.7· 7.40· 10.66 18.90 29.6- 46.32	4 Nil 4 Nil 8 Nil 6 Nil 4 Nil 2 Nil 4 Nil	Nil Nil Nil Nil Nil Nil Nil Nil Nil	PPC	Nil Nil Nil Nil Nil Nil Nil Nil C/PSC last		
2. 3. 4. 5. 6. 7. 8. OPC stock	10mm 12mm 16mm 20mm 25mm 32mm	.395 .617 .89 1.58 2.47 3.86 6.32 OPC last weeks stock	4.7· 7.40· 10.6· 18.9· 29.6· 46.3: 75.84	4 Nil 4 Nil 8 Nil 6 Nil 4 Nil 2 Nil Nil Nil PPC/PSC stock	Nil	PPo	Nil Nil Nil Nil Nil Nil Nil C/PSC last eks stock		
2. 3. 4. 5. 6. 7. 8. OPC stock	10mm 12mm 16mm 20mm 25mm 32mm	.395 .617 .89 1.58 2.47 3.86 6.32	4.7· 7.40· 10.6· 18.9· 29.6· 46.3: 75.84	4 Nil 4 Nil 8 Nil 6 Nil 4 Nil 2 Nil Nil Nil PPC/PSC stock	Nil	PPo	Nil Nil Nil Nil Nil Nil Nil Nil C/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!

Snelof

D		· museum			
Prepared by:		MINISH			
Report from/t	0	07-01-22 TO 12-02-22			
Report Date		18-02-2022		Date	1902/2
Site:		VOCLLP		Remarks by Shiva Krishna	
Requisition No	Requisition Date	Material Desescription	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is dela justified?
List of requisi	tions where P	O/WO not prepared 3 working days after requisitions			
Rcq NO	Req Date	Item Description			
63808	18-12-21	SS Name Plates	Contact Supplier	NO	
				-	
			<i>p</i>		



Snelof