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

Company:	Villa Orchids LLP	Date:	23-11-19
Site:	Villa Orchids	Prepared by:	Sharvani
Report From / To	16-11-19 To 23-11-19	Approved by:	A.SURESH
Report Date	23-11-19		

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		Item Description	Reason for not preparing PO/WO#
63047	15-11-19	1-2	Black granite	Po not issued

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$
60918	27.03.19	4,5	MS grills are pending	PO no – 58066 we will get it from SSLLP
62673	02.07.19	1 & 4	Al-Windows	PO no 59815, we will get it from SSLLP
62832	23.07.19	1 & 6	Al-windows	Po no 60213 out of 6 items we received 4 only remaining 2 items are pending.
62887	21-08-19	1 & 5	Al Sliding Windows	61031 out of 6 items we received 4 only remaining 2 items are pending.
62917	09.09.19	1-4	Powder coated MS Grills	PO no – 61433 we will get it from SSLLP
62918	09.09.19	1,4,5	AL-Windows	PO no 61477 out of 4 items we received 1 only remaining 3 items are pending.
62957	01.10.19	3	UPVC mapt	Po.no.62142 ANKIT PAINTS AND HARDWARE . informed selva to pick
62970	17.10.19	5	Ms grills	Po.no.62494 we will get it from SSLLP
62973	17.10.19	1 & 4	Tan brown granite	Po.no.62434 out of 4 items we received 2 only remaining 2 items are pending
62974	17.10.19	2	Black granite	Po.no.62433 we will get it from SSLLP
62979	18-10-19	1	MS gates	PO no 62493 . po issued to P.Satish , he is going finish by next week.
62981	18-10-19	1-2	Country series tiles	Po.no.62662 we will get it from BNC site
62999	25-10-19	1-2	Black granite	PO no 62690 we will get it from SSLLP
63007	29-10-19	1-2	Ms Gates	Po no 62737 , we will get it from SSLLP
63017	04-11-19	1-2	SS name plates	PO no 62908 informed selva to collect from radiant supplier
63018	04-11-19	1-2	SS name plates	PO no 62907 informed selva to collect from radiant supplier
63019	04-11-19	1-2	SS name plates	PO no 62909 informed selva to collect from radiant supplier

63039	13-11-19	1-8	Sanitary material	Po no 63119 supplier replied that stock is not available on Monday he will call to pick the material
63042	14-11-19	1-6	Sanitary material	Po no – 63166 , 63167 we will receive from SSLLP
63043	14-11-19	1	UPVC FTA	Po no 63180 we informed to selva to pick it up from supplier
63044	15-11-19	1-4	Main door beeding	PO no 63209 we will get it from SSLLP
63047	15-11-19	1-2	Black granite	Po not issued
63049	18-11-19	1-3	PVC Plugs	PO no – 63259 we will get it from SSLLP
63051	20-11-19	1-3	Grout & white cement	Po no 63328 we will get it from SSLLP

No. of gate passes issued this week:	5	11133		To	11137
Delivery van site visit on:	Coming regularly				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	YES				
DC register Sl. No. during the week	From No.	14390	To No.	14411	

Items not ordered but received: NIL

Items sent to HO /vendor that are pending for repair: one pump is pending from last one week another one we received from Satish-Electricals

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Certified by:	
Date		23-11-19 Admin Manager VILLA ORCHIDS LLP	

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 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!