

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

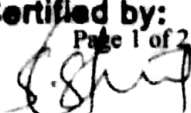
Company:	Villa Orchids LLP	Date:	30.11.19
Site:	Villa Orchids	Prepared by:	Sharvani
Report From / To	23.11.19-29.11.19	Approved by:	A.SURESH
Report Date	30.11.19		
List of requisitions numbers missing in the report:			
List of requisitions where PO/WO not prepared 3 working days after requisition:			
Req No.	Req Date	Item Description	Reason for not preparing PO/WO#
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:			
62673	02.07.19	1	Al-Windows
			PO no 59815, we will get it from SSLLP
62887	21-08-19	1 & 5	Al Sliding Windows
			61031 out of 6 items we received 4 only remaining 2 items are pending.
62918	09.09.19	2,3,6	AL-Windows
			PO no 61477 out of 6 items we received 3 remaining 3 items are pending.
62974	17.10.19	2	Black granite
			Po.no.62433 we will get it from SSLLP
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
63042	14-11-19	1-4	Sanitary
			PO no 63166 we will get it from patel enterprises
63047	16-11-19	1-2	Black granite
			PO no 63243 we will get it from SSLLP
63052	21.11.19	1-38	CPVC material
			PO no.63357 we will get it from SSLLP
63054	21.11.19	1-2	MS. gate
			PO no.63373 we will get it from SSLLP
63058	23.11.19	1-10	PVC material
			PO no.63465 we will get it from SSLLP
63061	25.11.19	1-4	Grossery and office stationery
			PO no.63563 we will get it from SSLLP
No. of gate passes issued this week:		NIL	To
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.	14415	To No. 14447
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			
Date		30.11.19	

Notes 1 * Send a copy of the missing requisitions to Purchase immediately 2. Send this report to purchase@modiproperties.com, ashvani@modiproperties.com and rajikumarn@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

APPROVED BY

30 NOV 2019

A. SURESH
PROJECT MANAGER

Certified by:
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Admin Manager
VILLA ORCHIDS LLP