

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

Company:		Villa Orchids LLP		Date:	13-12-19
Site:		Villa Orchids		Prepared by:	Sharvani
Report From / To		7.12.19-13.12.19		Approved by:	A.SURESH
Report Date		13-12-19			
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:					
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^{\$}	
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	1,4,5	AL-Windows	PO no 61477 out of 4 items we received 1 only 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	
63047	15-11-19	1-2	Black granite	Po no 63243 we will get it from SSLLP	
63052	21-11-19	1,28,40	Cpvc material	Po 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	5	3 phase DB pending	Po no – 63465 we will get it from SSLLP	
63064	26-11-19	1-4	Al Sliding Windows	PO no 63469 . we will get it from SSLLP	
63071	28-11-19	5	3 phase DB pending	Po no – 63529 we will get it from SSLLP	
63073	28-11-19	7	PVC tanks	Po no 63607 we will get it from SSLLP	
63074	30-11-19	1-12	Electrical material	PO no 63601 we will get it from SSLLP Po no 63602 shubham enterprises , I informed selva to pick it from supplier	
63075	30-11-19	1-12	Bathroom tiles	Po no 63728 we will get it from BNC site	
63076	30-11-19	1-18	Electrical switches	Po no – 63613 we will get it from SSLLP	
63078	06-12-19	1-2	Coffee powder	PO no – 63836 we will get it from SSLLP	
63080	06-12-19	1-10	Housekeeping material	PO no 63834 we will get it from	

				SSLLP
63081	06-12-19	1-6	Housekeeping material	PO no 63838 we will get it from SSLLP
63082	06-12-19	1-10	Office stationery	PO no 63835 we will get it from SSLLP
63083	06-12-19	1-6	Office stationery	PO no 63837 we will get it from SSLLP
63084	06-12-19	1-4	Tan brown granite	PO no 63842 we will get it from SSLLP
63089	10-12-19	1	Wi-fi router	PO no63920 we will get it from SSLLP
63090	10-12-19	1-8	Panel door	PO no63930 we will get it from SSLLP
63091	10-12-19	1-7	Sliding windows	PO no63931 we will get it from SSLLP
No. of gate passes issued this week:			Nil	To
Delivery van site visit on:			Not visited this week	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				YES
DC register Sl. No. during the week		From No.	14471	To No. 14490
Items not ordered but received: NIL				
Items sent to HO /vendor that are pending for repair: NILL				
Other corrections & remarks:				
Details	Project Manager		Admin Officer/Manager	
Sign				
Date				

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and sukhmanish@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 the quotation, Local purchase, For MDs approval/input, 8. Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - material received, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, WO - material received, Supplier arranging for material, 9. Purchase to send reply to this report within one week. Follow up for WO in the responsibility of project manager at site - purchase to write 'NA' in reply to this report. 11. Admin officer's must call all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!