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

Company:	Villa Orchids LLP	Date:	21.02.2020
Site:	Villa Orchids	Prepared by:	SHARVANI
Report From / To	15.02.2020 to 20.02.20	Approved by:	A.SURESH
Report Date	20.02.20		

List of requisitions numbers missing in the report*:63204,63215

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#
63217	17.02.20	1-13	Bath room tiles	We have recevied the material from estimated PO of req no.63175

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$
63064	26-11-19	1	Al Sliding Windows	PO no 63469 . we will get it from SSLLP
63084	06-12-19	1-4	Tan brown granite	PO no.63842 we will get it from SSLLP
63091	10-12-19	1	Sliding windows	PO no.63931 we will get it from SSLLP
63092	11-12-19	2	AL three track windows	PO no.63951 we will get it from SSLLP
63098	13-12-19	1-12	Bath room tiles	PO no 64020 we will get it from SSLLP
63104	16-12-19	1-6	Al windows three tracks	PO no 64141 we will get it from SSLLP
63108	18.12.19	1	Flooring tiles 800X1600	PO no 64130 we will get it from SSLLP
63141	03-01-20	1-7	MS grills	PO no64664 we will get it from SSLLP
63153	13-01-20	9	Pvc material	PO no64856 we will get it from SSLLP
63172	27-01-20	1-3	MS gate	PO no65315 we will get it from SSLLP
63176	27-01-20	1-3	Main door beading	PO no65141 we will get it from SSLLP
63192	05.02.20	1-4	Tan brown granite	PO no65524 we will get it from SSLLP
63198	10.02.20	1-12	Electrical items	PO no65643we will get it from SSLLP
63199	10.02.20	1-14	Electrical items	PO no65678we will get it from SSLLP
63206	11.02.20	1-10	Consumables	PO no65717 we will get it from SSLLP
63220	18.02.20	1-9	Panel doors	PO no65924 we will get it from SSLLP
63221	18.02.20	1	Utility tiles	PO no65918we will get it from SSLLP
63222	18.02.20	1-8	Bath room tiles	PO no65916we will get it from SSLLP
63223	19.02.20	1-3	Wood screws	PO no65932we will get it from SSLLP

No. of gate passes issued this week:	2	From		To	NIL
Delivery van site visit on:	Visited on dates 15.02.20 to 20.02.20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	YES				
DC register Sl. No. during the week	From No.	14755	To No.		

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	Admin Audit
Sign			
Date	21.02.2020	21.02.2020	

APPROVED BY 20 FEB 2020 A. SURESH PROJECT MANAGER

Certified by: 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!