

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

Company:	Villa Orchids LLP	Date:	03.01.2020
Site:	Villa Orchids	Prepared by:	SHARVANI
Report From / To	27-12-19 to 3-01-2020	Approved by:	A.SURESH
Report Date	3-01-2020		
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 ^s
62673	02.07.19	1	Al-Windows
			PO no 59815, we will get it from SSLLP
62974	17.10.19	2	Black granite
			Po.no.62433 we will get it from SSLLP
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
63054	21-11-19	1-2	Ms gate
			Po no 63373 we will get it from SSLLP
63064	26-11-19	1-4	Al Sliding Windows
			PO no 63469 . we will get it from SSLLP
63075	30-11-19	1-12	Bathroom tiles
			Po no 63728 we will get it from BNC site
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
63108	18.12.19	1-2	Flooring tiles 800X1600
			PO no 64130 we will get it from SSLLP
63118	20-12-19	1-9	PVC pipe
			Po NO – 64230 we will get it from SSLLP
63122	26-12-19	1-5	Tan brown granite
			Po NO – 64347 we will get it from SSLLP
63123	26-12-19	1-3	Black granite
			Po NO – 64348 we will get it from SSLLP
63124	26-12-19	1	Armor cable
			Po NO – 64323 we will get it from SSLLP
63126	30-12-19	1	First aid kit
			Po NO – 64440 we will get it from SSLLP
63129	30-12-19	1-2	PVC pipe
			Po NO – 64457 we will get it from SSLLP
63134	31-12-19	1-6	Panel doors
			Po NO – 64514 we will get it from SSLLP
63136	31-12-19	1-3	Main door beeding
			Po NO – 64512 we will get it from SSLLP
No. of gate passes issued this week:		1	From
			To
Delivery van site visit on:		Regularly	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			YES
DC register Sl. No. during the week	From No.	14557	To No. 14583
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		03.01.2020	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumam@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!

