

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

Company:	Villa Orchids LLP	Date:	07.03.2020		
Site:	Villa Orchids	Prepared by:	SHARVANI		
Report From / To	27.02.20 TO 06.03.20	Approved by:	A.SURESH		
Report Date	07.03.2020				
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	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 received 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 ^s	
63064	26-11-19	1	Al Sliding Windows	PO no 63469 . we will get it from SSSLP	
63084	06-12-19	1-4	Tan brown granite	PO no.63842 we will get it from SSSLP	
63091	10-12-19	1	Sliding windows	PO no.63931 we will get it from SSSLP	
63092	11-12-19	2	AL three track windows	PO no.63951 we will get it from SSSLP	
63098	13-12-19	1-12	Bath room tiles	PO no 64020 we will get it from SSSLP	
63104	16-12-19	1-6	Al windows three tracks	PO no 64141 we will get it from SSSLP	
63108	18.12.19	1	Flooring tiles 800X1600	PO no 64130 we will get it from SSSLP	
63141	03-01-20	1-7	MS grills	PO no64664 we will get it from SSSLP	
63172	27-01-20	1-3	MS gate	PO no65315 we will get it from SSSLP	
63192	05.02.20	1-4	Tan brown granite	PO no65524 we will get it from SSSLP	
63198	10.02.20	1-12	Electrical items	PO no65643we will get it from SSSLP	
63220	18.02.20	1-9	Panel doors	PO no65924 we will get it from SSSLP	
63221	18.02.20	1	Utility tiles	PO no65918we will get it from SSSLP	
63222	18.02.20	1-8	Bath room tiles	PO no65916we will get it from SSSLP	
63225	21.02.20	1-4	Sanitary items	PO no66032we will get it from SSSLP	
63226	21.02.20	1-8	Plumbing items	PO no66039&66065we will get it from SSSLP	
63228	21.02.20	1-4	Sanitary items	PO no66045&66046we will get it from SSSLP	
63229	21.02.20	1-9	Pannel doors	PO no66057we will get it from SSSLP	
63237	03.03.20	1-14	Plumbing items	PO no66388we will get it from SSSLP	
63239	02.03.20	1-3	Black granite	PO no66295we will get it from SSSLP	
63241	03.03.20	1-14	Plumbing material	PO no66356we will get it from SSSLP	
63242	03.03.20	1-8	Plumning material	PO no66376&66377we will get it from SSSLP	
63244	03.03.20	1-4	Plumbing material	PO no66352we will get it from SSSLP	
63245	03.03.20	1-5	Electrical material	PO no66350 &66351we will get it from SSSLP	
No. of gate passes issued this week:			From	To	NIL
Delivery van site visit on:		Visited on dates 29.02.2020 ,01.03.2020,02.03.2020,04.03.20,05.03.2020,06.03.2020			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				YES	
DC register Sl. No. during the week	From No.	14828	To No.	14856	
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	07.03.2020	07.03.2020	

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