

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

Company:	Villa Orchids LLP		Date:	10-01-2020	
Site:	Villa Orchids		Prepared by:	SHARVANI	
Report From / To	03-01-2020 to 10-01-20		Approved by:	A.SURESH	
Report Date	10-01-2020				
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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO [#]	
63143	03-01-20	1-2	Country series tiles	PO to be issued	
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 SLLP	
62974	17.10.19	2	Black granite	Po.no.62433 we will get it from SLLP	
62999	25-10-19	1-2	Black granite	PO no 62690 we will get it from SLLP	
63047	15-11-19	1-2	Black granite	Po no 63243 we will get it from SLLP	
63064	26-11-19	1-4	Al Sliding Windows	PO no 63469 . we will get it from SLLP	
63084	06-12-19	1-4	Tan brown granite	PO no 63842 we will get it from SLLP	
63098	13-12-19	6&12	Bath room tiles	PO no 64020 we will get it from SLLP	
63104	16-12-19	1-6	Al windows three tracks	PO no 64141 we will get it from SLLP	
63108	18.12.19	1-2	Flooring tiles 800X1600	PO no 64130 we will get it from SLLP	
63118	20-12-19	1-9	PVC pipe	Po NO – 64230 we will get it from SLLP	
63122	26-12-19	5	Tan brown granite	Po NO – 64347 we will get it from SLLP	
63123	26-12-19	1-3	Black granite	Po NO – 64348 we will get it from SLLP	
63126	30-12-19	1	First aid kit	Po NO – 64440 we will get it from SLLP	
63129	30-12-19	1-2	PVC pipe	Po NO – 64457 we will get it from SLLP	
63134	31-12-19	1-6	Panel doors	Po NO – 64514 we will get it from SLLP	
63136	31-12-19	1-3	Main door beeding	Po NO – 64512 we will get it from SLLP	
63137	03-01-20	1-12	Cu multistand wires	PO no 64566 we will get it from SLLP	
63139	03-01-20	1-12	Electrical material	PO no 64565we will get it from SLLP	
63140	03-01-20	1-20	Plumbing materials	PO no 64562,64563we will get it from SLLP	
63141	03-01-20	1-7	MS grills	PO no64664 we will get it from SLLP	
63144	03-01-20	1-8	Panel doors	PO no64579 we will get it from SLLP	
63145	03-01-20	1	Pvc water tanks	PO no64575 we will get it from SLLP	
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.	14584	To No.	14599
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			10-01-2020		

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!