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

Company:	Villa Orchids LLP	Date:	18-01-2020
Site:	Villa Orchids	Prepared by:	SHARVANI
Report From / To	10-01-20 to 17-01-2020	Approved by:	A.SURESH
Report Date	18-01-2020		

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 SSLLP
63064	26-11-19	1-4	Al Sliding Windows	PO no 63469 . we will get it from SSLLP
63098	13-12-19	6&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&2	Flooring tiles 800X1600	PO no 64130 we will get it from SSLLP
63122	26-12-19	5	Tan brown granite	Po NO – 64347 we will get it from SSLLP
63123	26-12-19	3	Black granite	Po NO – 64348 we will get it from SSLLP
63136	31-12-19	2&3	Main door beeding	Po NO – 64512 we will get it from SSLLP
63141	03-01-20	1-7	MS grills	PO no64664 we will get it from SSLLP
63144	03-01-20	1-8	Panel doors	PO no64579 we will get it from SSLLP
63145	03-01-20	1	Pvc water tanks	PO no64575 we will get it from SSLLP
63149	11-01-20		SS screws	PO no64832 we will get it from SSLLP
63150	11-01-20	1	Consealed flush tank	PO no64833 we will get it from SSLLP
63153	13-.1-20	1-24	Pvc material	PO no64859 we will get it from SSLLP

No. of gate passes issued this week:	1	From		To	NIL
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.	14600	To No.	14644

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	18-01-2020	18-01-2020	

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