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

Company:	Villa Orchids LLP	Date:	27.12.19
Site:	Villa Orchids	Prepared by:	SHARVANI
Report From / To	21-12-19 to26-12-19	Approved by:	A.SURESH
Report Date	27-12-19		

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$
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
63073	28-11-19	7	PVC tanks	Po no 63607 we will get it from SSLLP
63074	30-11-19	1-12	Electrical material	PO no 63601 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
63117	18-12-19	1 – 4	SCREWS	Po NO – 64214 we will get it from SSLLP
63118	20-12-19	1-9	PVC pipe	Po NO – 64230 we will get it from SSLLP

No. of gate passes issued this week:	1	From	11138	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.	14512	To No.	14556

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		27.12.19	

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!