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

Company:	Villa Orchids LLP		Date:	24.08.19	
Site:	Villa Orchids		Prepared by:	M.MAHESH	
Report From / To	10.08.19 to 23.08.19		Approved by:	A.SURESH	
Report Date	23.08.19				
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#	
62889	21-08-19		Alcohol Breath analyzer	Online purchase	
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$	
60944	02-04-19	1	MS ladder	PO no – 57932 , work under progress at SOV-LLP	
62662	24.06.19	1-4	AL-Windows	PO no 59529 we will get it from SSLLP	
62673	02.07.19	1-4	Al-Windows	PO no 59815, we will get it from SSLLP	
62785	02.07.19	1	PVC water tanks – 500 liters	Po no 59893, we will get it from SSLLP	
62792	04.07.19	4	RO plant material	PO no 59787 cartridges are pending with Icon Water Solutions, he is going to sent this week. informed same to riyaz	
62799	06.07.19	2	PVC tanks	PO no 59847 , only 9 nos are pending.	
62800	06.07.19	6,11,15,16,17	PVC material	PO no 59863 , out of 1-29 items only 5 items are pending - we get it from SSLLP	
62804	06.07.19	1	PVC gallitrap	PO no 59878, we will get it from SSLLP – there is no stock at SSLLP	
62810	09.07.19	1-4	Black granite	Po no 59959 we will get it from SSLLP on Tuesday material received at SOV-LLP	
62814	12.07.19	1-2	MS-Railing	PO no 60082 , we will get it from SSLLP	
62815	12.07.19	1-2	MS-Railing	PO no 60081 , we will get it from SSLLP	
62824	20.07.19	1-10	Housekeeping material	PO no 60151, we will get it from SSLLP	
62826	22.07.19	1-4	Door beeding	PO no 60186 we will get it from SSLLP	
62829	23.07.19	1-5	Al-windows	Po no 60205 we will get it from SSLLP	
62830	23.07.19	1-4	Al-windows	Po no 60214 we will get it from SSLLP	
62831	23.07.19	1-4	Al-windows	Po no 60218 we will get it from SSLLP	
62832	23.07.19	1-6	Al-windows	Po no 60213 we will get it from SSLLP	
62833	23.07.19	1-5	Al-windows	Po no 60202 we will get it from SSLLP	
62834	10.08.19	1	Bathroom tiles Malaysian	PO no 60729 we will from BNC	

			series	site- instead of jaipur moti Half-white we find in maharaja series it will be match similarly – we ask purchase to raise the PO.
62835	23.07.19	1	PVC blue drums	PO no – 60231 Out of 10 we received 8 nos remaining there is no stock it seems in SSLLP stores
62836	24.07.19	1-2	Flat files & ring binders	PO no 60255, we will get it from SSLLP
62858	29.07.19	1	Panel doors	PO no 60373 we will get it from SSLLP
62859	05.08.19	4	10 no of Door frames are pending	PO no 60579 we will get it from SSLLP
62861	10-08-19	1-4	Sanitary material	PO no – 60715 we will get it from SSLLP
62862	10-08-19	1-4	Multistand Wires	60716 we will get it from SSLLP
62863	10-08-19	1	40 AMPS Isolator	60721 we will get it from SSLLP
62864	12-08-19	1	Decorative Lamp	60737 we will get it from SSLLP
62865	13-08-19	1-2	Fisher	60755 we will get it from SSLLP
62868	13-08-19	1-2	Coffee Powder	60767 we will get it from SSLLP
62871	14-08-19	1-34	PVC Pipe	60849 we will get it from SSLLP
62872	14-08-19	1-3	PVC material	60852 we will get it from SSLLP
62875	17-08-19	1	Club house Timings	60848 it will take one week time
62876	17-08-19	1	SS Name Plates	60847 it will take one week time
62879	17-08-19	1	Grout	60844 we will get it from SSLLP
62880	17-08-19	1-9	SS Name Plates	60883 informed to selva collect from radiant supplier in next week.
62881	17-08-19	1-4	SS Name Plates	60882 informed to selva collect from radiant supplier in next week.
62885	21-08-19	1-2	Wifi Camera	Online purchase
62887	21-08-19	1-6	Al Sliding Windows	61031 more one week time it will take it's the new PO
62889	21-08-19	1	Alcohol Breath analyzer	Online purchase
62890	21-08-19	1	Black Granite	61015 we will get it from SSLLP
62891	21-08-19	1-4	Tan Brown	61016 we will get it from SSLLP

No. of gate passes issued this week:	0	From No.	NIL	To No.	NIL
Delivery van site visit on:	22.08.19				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	13904	To No.		
Items not ordered but received: NIL					
Items sent to HO /vendor that are pending for repair: NIL					
Other corrections & remarks: for VOC & KNM purpose we have Dost vehicle, that is under repair so from one month material is unable to receive at site.					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date			

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!