

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

Company:	Villa Orchids LLP		Date:	20-12-19	
Site:	Villa Orchids		Prepared by:	MAHESH	
Report From / To	13.12.19 to 20.12.19		Approved by:	A.SURESH	
Report Date	20-12-19				
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 ^s	
62673	02.07.19	1	Al-Windows	PO no 59815, we will get it from SSSLP	
62974	17.10.19	2	Black granite	Po.no.62433 we will get it from SSSLP	
62999	25-10-19	1-2	Black granite	PO no 62690 we will get it from SSSLP	
63047	15-11-19	1-2	Black granite	Po no 63243 we will get it from SSSLP	
63052	21-11-19	1,28,40	CPVC material	Po 63357 we will get it from SSSLP	
63054	21-11-19	1-2	Ms gate	Po no 63373 we will get it from SSSLP	
63064	26-11-19	1-4	Al Sliding Windows	PO no 63469 . we will get it from SSSLP	
63073	28-11-19	7	PVC tanks	Po no 63607 we will get it from SSSLP	
63074	30-11-19	1-12	Electrical material	PO no 63601 we will get it from SSSLP	
63075	30-11-19	1-12	Bathroom tiles	Po no 63728 we will get it from BNC site	
63076	30-11-19	11,12,13	MCB s are pending	Po no – 63613 we will get it from SSSLP	
63080	06-12-19	1-10	Housekeeping material	PO no 63834 we will get it from SSSLP	
63081	06-12-19	1-6	Housekeeping material	PO no 63838 we will get it from SSSLP	
63082	06-12-19	1-10	Office stationery	PO no 63835 we will get it from SSSLP	
63083	06-12-19	1-6	Office stationery	PO no 63837 we will get it from SSSLP	
63084	06-12-19	1-4	Tan brown granite	PO no 63842 we will get it from SSSLP	
63090	10-12-19	1-8	Panel door	PO no 63930 we will get it from SSSLP	
63091	10-12-19	1-7	Al-Sliding windows	PO no 63931 we will get it from SSSLP	
63092	11-12-19	1-7	Al-Sliding windows	PO no 63951 we will get it from SSSLP	
63093	11-12-19	1-4	Electrical material	PO no 64030 we will get it from SSSLP	
63094	11-12-19	1-3	Main door beeding	PO no 63952 we will get it from SSSLP	
63095	11-12-19	1-7	CP material	PO no 64083 & 64085 we will get it from SSSLP & Ball cock from Ganesh Tube Traders informed selva	
63096	11-12-19	1-7	Sanitary material	PO no 64018 we will get it from Patel & Company Po no 64019 we will get it from SSSLP	
63098	13-12-19	1-12	Bathroom tiles	Po no 64020 we will get it from BNC site	
63099	13-12-19	1-33	CPVC material	PO no – 64081 we will get it from SSSLP	
63104	16-12-19	1-7	Al-Sliding windows	PO no 64141 we will get it from SSSLP	
63108	18-12-19	1-3	Flooring tiles 800 x 1600	PO no 64130 we will get it from SSSLP	
63111	18-12-19	1-11	Electrical wires	PO no 64136 we will get it from SSSLP	
63113	18-12-19	1-3	Flooring tiles 800 x 1600	PO no 64209 we will get it from SSSLP	
63114	18-12-19	1-4	Fishers	PO no – 64172 we will get it from SSSLP	
63115	18-12-19	1	PVC insulation tape	PO no 64173 we will get it from SSSLP	
63117	18-12-19	1 – 4	SCREWS	Po NO – 64214 we will get it from SSSLP	
No. of gate passes issued this week:		1	From	11138	To NIL

Delivery van site visit on:		Not visited this week		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				YES
DC register Sl. No. during the week	From No.	14490	To No.	14511
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		20-12-19		

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

