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

Company:	Villa Orchids LLP	Date:	20.06.20
Site:	Villa Orchids	Prepared by:	S.SHARVANI
Report From / To	14.06.20 to 20.06.20	Approved by:	A.SURESH
Report Date	20.06.20		

List of requisitions numbers missing in the report*:63358

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#

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$
63303	05.05.20	1-2	Al windows	PO No. 67236 Ready with supplier
63305	11.05.20	4	MS grills	PO No. 67060 Ready with supplier
63308	12.05.20	2,3,5,6&7	Nitco tiles	PO No.67112 Ready with supplier
63309	11.05.20	1	Country series	PO No.67274 Ready with supplier
63314	13.05.20	1-2	Tiles grout	PO No. 67143 Ready with supplier
63315	14.05.20	1	Masks	PO No.67137 Ready with supplier
63322	19.05.20	1	Syntax tank	PO No.67295 Ready with supplier
63323	19.05.20	1	CPVC pipe	PO No.67290 Ready with supplier
63325	19.05.20	5,6&12	Electrical	PO No.67289 Ready with supplier
63326	21.05.20	2&3	Tan brown granite	PO No.67385 Ready with supplier
63333	23.05.20	1	Lupum bags	PO No.67430 Ready with supplier
63334	23.05.20	1-18	Electrical	PO No.67502Ready with supplier
63335	23.05.20	1-3	Main door beedings	PO No.67531 Ready with supplier
63342	26.05.20	1-33	Pvc material	PO No.67588 supplier is arranging material
63349	28.05.20	1-12	Bathroom tiles	PO No.67590 Ready with supplier
63350	28.05.20	1-2	Contry series tiles	PO No.67591 Ready with supplier
63357	04.06.20	1-2	Armor cable	PO No.67743 Ready with supplier
63359	08.06.20	1	Video door phones	PO No.67825 Ready with supplier
63363	10.06.20	10	Electrical item	PO No.67890 Ready with supplier
63367	11.06.20	1&8	Pvc material	PO No.67919 Ready with supplier
63371	13.06.20	1-7	Doors	PO No.67969 Ready with supplier
63372	13.06.20	1-3	Door beeding	PO No.67981 Ready with supplier

.No. of gate passes issued this week:	0	From No.		To No.	
Delivery van site visit on:	Visited on dates 17.06.20,18.06.20,19.06.20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	15027		To No.	15049
Items not ordered but received: NIL					
Items sent to HO /vendor that are pending for repair: NIL					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	20.06.20	20.06.20	

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!