

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

Company:	Villa Orchids LLP	Date:	13.06.20
Site:	Villa Orchids	Prepared by:	S.SHARVANI
Report From / To	07.06.20 to 13.06.20	Approved by:	A.SURESH
Report Date	13.06.20		
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
63354	01.06.20	1	Liquid soap dispenser
			Reason for not preparing PO/WO*
			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
63303	05.05.20	1-2	Al windows
63305	11.05.20	4	MS grills
63308	12.05.20	2,3,5,6&7	Nitco tiles ✓
63309	11.05.20	1	Country series ✓
63313	13.05.20	1-2	Black granite
63314	13.05.20	1-2	Tiles grout
63315	14.05.20	1	Masks
63320	18.05.20	1-8	Doors
63322	19.05.20	1	Syntax tank
63323	19.05.20	1	CPVC pipe
63325	19.05.20	1-12	Electrical
63326	21.05.20	1-4	Tan brown granite
63330	22.05.20	1-8	stationery
63333	23.05.20	1	Lupum bags
63334	23.05.20	1-18	Electrical
63335	23.05.20	1-3	Main door beedings
63338	23.05.20	1-17	Plumbing
63342	26.05.20	1-33	Pvc material
63343	26.05.20	1-3	False cellling lights
63345	26.05.20	1-2	Luppum bags
63349	28.05.20	1-12	Bathroom tiles ✓
63350	28.05.20	1-2	Contry series tiles ✓
63357	04.06.20	1-2	Armor cable
63359	08.06.20	1	Video door phones
No. of gate passes issued this week:		0	From No. To No.
Delivery van site visit on:		Visited on dates 08.06.20,10.06.20,12.06.20	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	15505	To No. 15026
Items not ordered but received: NIL			
Items sent to HO /vondor that are pending for repair: NIL			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	13.06.20		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately: 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumam@modiproperties.com on every Saturday 3. Admin offices shall not leave the site without

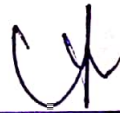
APPROVED BY
13 JUN 2020
A. SURESH
PROJECT MANAGER

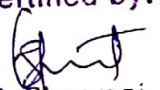
Certified by:
13.06.20
S. Sharvani
Asst. Engineer
VILLA ORCHIDS LLP

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!



Reply to remarks on requisition by site report.					
Prepared by:	MINISH				
Report from to	31.05.2020 To 06.06.2020				
Report Date	06.06.2020				
Site:	VOCLLP				
				Date	
				Remarks by Shiva Krishna	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions where PO/VO not prepared 3 working days after requisitions					
63341	26.05.2020	Electrical Items	Collect from SLLP		
63346	27.05.2020	Mini Air Cooler	Requisition Cancelled		
63302	05.05.2020	Al Windows	collect from SLLP		
63303	05.05.2020	Al Windows	collect from SLLP		
63305	11.05.2020	MS Grills	collect from SLLP		
63308	12.05.2020	Nitco Tiles	collect from MPL		
63309	11.05.2020	Country Tiles	collect from MPL		
63313	13.05.2020	Black Granite	Collect from SOV LLP		
63314	13.05.2020	Tiles Grout	Collect from SLLP		
63315	14.05.2020	Masks	Collect from SLLP		
63320	18.05.2020	Doors	Collect from SLLP		
63322	19.05.2020	Syntex tank	Collect from SLLP		
63323	19.05.2020	CPVC Pipes	Collect from SLLP		
63325	19.05.2020	Electrical Items	Collect from SLLP		
63326	21.05.2020	Tan brown granite	Collect from SOV LLP		
63330	22.05.2020	stationery	Collect from SLLP		
63331	22.05.2020	Consumables	Collect from SLLP		
63332	22.05.2020	Consumables	Collect from SLLP		
63333	23.05.2020	Lupum bags	Collect from SLLP		
63334	23.05.2020	Electrical Items	Collect from SLLP		
63335	23.05.2020	Main door beeding	Collect from SLLP		
63338	23.05.2020	Plumbing	Collect from SLLP		
63342	26.05.2020	Pvc material	Collect from SLLP		
63343	26.05.2020	False Ceiling lights	Collect from SLLP		
63345	26.05.2020	Lupum bags	Collect from SLLP		
63349	28.05.2020	Bathroom Tiles	Collect from SOV LLP		
63350	28.05.2020	Country Tiles	Collect from SOV LLP		


APPROVED BY
13 JUN 2020
A. SURESH
PROJECT MANAGER

Certified by:

S. Sharvani
Asst. Engineer
VILLA ORCHIDS LLP