

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

Company:	Villa Orchids LLP	Date:	06.06.20	
Site:	Villa Orchids	Prepared by:	S.SHARVANI	
Report From / To	31.05.20 to 06.06.20	Approved by:	A.SURESH	
Report Date	06.06.20			
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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO*
63341	26.05.20	1,2,5	Electrical	Issued only partial material
63346	27.05.20	1	Mini air cooler	Sent for MD's approval
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
63302	05.05.20	2	Al windows	PO No. 67234 Ready 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
63313	13.05.20	1-2	Black granite	PO No. 67251 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
63320	18.05.20	1-8	Doors	PO No.67592 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	1-12	Electrical	PO No.67289 Ready with supplier
63326	21.05.20	1-4	Tan brown granite	PO No.67385 Ready with supplier
63330	22.05.20	1-8	stationery	PO No.67551 Ready with supplier
63331	22.05.20	1-10	Consumables	PO No.67206 Ready with supplier
63332	22.05.20	1-6	Consumables	PO No.67567 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.67502 Ready with supplier
63335	23.05.20	1-3	Main door beedings	PO No.67531 Ready with supplier
63338	23.05.20	1-17	Plumbing	PO No.67589 Ready with supplier
63342	26.05.20	1-33	Pvc material	PO No.67588 supplier is arranging material
63343	26.05.20	1-3	False ceiling lights	PO No.67523 supplier not contacted
63345	26.05.20	1-2	Lupum bags	PO No.67589 supplier not contacted
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
No. of gate passes issued this week:	0	From No.	To No.	
Delivery van site visit on: Visited on 01.06.2020 to 03.06.2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				
DC register Sl. No. during the week	From No.	14984	To No. 15004	
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	06.06.20	06.06.20		

APPROVED BY
6 JUN 2020
A. SURESH
PROJECT MANAGER

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Certified by:
S. Sharvani
A. t. Engineer
VILLA ORCHIDS LLP