

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

Company:	Villa Orchids LLP	Date:	08.02.2020		
Site:	Villa Orchids	Prepared by:	SHARVANI		
Report From / To	31-01-2020 to 06.02.2020	Approved by:	A.SURESH		
Report Date	08.02.2020				
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 [#]	
63143	03-01-20		Country series tiles	PO to be issued	
63175	28-01-20		Bath room tiles	PO to be issued	
63182	07.02.20		Bath room tiles	PO to be issued	
63184	31.01.20		Country series tiles	PO to be issued	
63188	03.02.20		Vitrified tiles	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	Details of discussion with supplier ^s	
63064	26-11-19	1	Al Sliding Windows	PO no 63469 . we will get it from SSLLP	
63084	06-12-19	1-4	Tan brown granite	PO no.63842 ready with material we will get it from SSLLP	
63091	10-12-19	1-6	Sliding windows	PO no.63931 ready with material we will get it from SSLLP	
63092	11-12-19	1-6	AL three track windows	PO no.63951 ready with material we will get it from SSLLP	
63098	13-12-19	6&12	Bath room tiles	PO no 64020 we will get it from SSLLP	
63104	16-12-19	1-6	Al windows three tracks	PO no 64141 we will get it from SSLLP	
63108	18.12.19	1	Flooring tiles 800X1600	PO no 64130 we will get it from SSLLP	
63123	26-12-19	3	Black granite	Po NO – 64348 we will get it from SSLLP	
63136	31-12-19	2&3	Main door beeding	Po NO – 64512 we will get it from SSLLP	
63141	03-01-20	1-7	MS grills	PO no64664 we will get it from SSLLP	
63153	13-01-20	1,2,4,7&9	Pvc material	PO no64856 we will get it from SSLLP	
63156	14-01-20	2&3	Country series coffee rustic tiles	PO no64859 we will get it from SSLLP	
63161	21-01-20	1-3	Vitrified tiles	PO no65002 we will get it from SSLLP	
63162	21-01-20	1	Vitrified tiles	PO no64991 we will get it from SSLLP	
63164	22-01-20	2&3	Misc items	PO no64977 we will get it from SSLLP	
63168	23-01-20	6&7	Plumbing materials	Po no.65026 &65027Will arrange the vehicle to get the material from supplier	
63169	24-01-20	1&2	Misc items	PO no65040 we will get it from SSLLP	
63171	25-01-20	1-5	Tan brown granite	PO no65205 we will get it from SSLLP	
63172	27-01-20	1-3	MS gate	PO no65315 we will get it from SSLLP	
63176	27-01-20	1-3	Main door beading	PO no65141 we will get it from SSLLP	
63177	04.02.20	1-5	Stationery items	PO no65430 we will get it from SSLLP	
63178	04.02.20	1-8	Consumable items	PO no65433 we will get it from SSLLP	
63183	31.01.20	1-3	Electrical items	PO no65322 we will get it from SSLLP	
63187	03.02.20	1-18	Electrical items	PO no65349 we will get it from SSLLP	
63189	04.02.20	1	Bronze ball corck	PO no65397 we will get it from SSLLP	
63190	04.02.20	1	Araldite	PO no65396 we will get it from SSLLP	
63191	04.02.20	1	Plastron water tanks	PO no65398 we will get it from SSLLP	
No. of gate passes issued this week:		1	From	To	NIL
Delivery van site visit on:		Regularly			

Inward report (MRN/other) & stock report emailed in pdf format to purchase?			YES	
DC register Sl. No. during the week	From No.	14679	To No.	
Items not ordered but received: NIL				
Items sent to HO /vendor that are pending for repair: NIL				
Other corrections & remarks:				
Details	Project Manager	Admin Officer/Manager		Admin Audit
Sign				
Date	08-02-2020	Certified by:		

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