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

Company:	Villa Orchids LLP	Date:	14.03.2020
Site:	Villa Orchids	Prepared by:	SHARVANI
Report From / To	07.03.20 to 14.03.20	Approved by:	A.SURESH
Report Date	14.03.2020		

List of requisitions numbers missing in the report*:63253,63272

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#
63273	10.03.20	-	Vitrified tiles	We have pending in old PO

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$
63064	26-11-19	1	Al Sliding Windows	supplier arranging for material
63084	06-12-19	1-4	Tan brown granite	supplier arranging for material
63091	10-12-19	1	Sliding windows	supplier arranging for material
63092	11-12-19	2	AL three track windows	supplier arranging for material
63098	13-12-19	1-12	Bath room tiles	Ready with supplier
63104	16-12-19	1-6	Al windows three tracks	supplier arranging for material
63108	18.12.19	1	Flooring tiles 800X1600	Ready with supplier
63141	03-01-20	1	MS grills	supplier arranging for material
63172	27-01-20	1-3	MS gate	supplier arranging for material
63192	05.02.20	1-4	Tan brown granite	Supplier is arranging material
63220	18.02.20	1-9	Panel doors	Ready with supplier
63221	18.02.20	1	Utility tiles	Ready with supplier
63228	21.02.20	1-4	Sanitary items	ready with supplier
63229	21.02.20	1-6	Pannel doors	Supplier is arranging material
63237	03.03.20	1-14	Plumbing items	supplier arranging for material
63239	02.03.20	1-3	Black granite	supplier arranging for material
63241	03.03.20	1-14	Plumbing material	supplier arranging for material
63242	03.03.20	1-8	Plumning material	Ready with supplier
63244	03.03.20	1-4	Plumbing material	supplier arranging for material
63250	04.03.20	1-4	Sanitary items	supplier arranging for material
63251	05.03.20	1-9	Electrical items	supplier arranging for material
63252	05.03.20	5&10	Electrical items	Ready with supplier
63254	05.03.20	1-6	Grills	supplier arranging for material
63255	05.03.20	1-2	Ms gate	supplier arranging for material
63258	06.03.20	1-3	Door beeding	supplier arranging for material
63261	07.03.20	1	Blue sheets	supplier arranging for material
63268	10.03.20	1	Al. Windows locks	Ready with supplier
632674	10.03.20	1	Contry series tiles	Ready with supplier
63275	10.03.20	1-2	Bath room tiles	Ready with supplier

No. of gate passes issued this week:	From		To	NIL
Delivery van site visit on:	Visited on dates: 08.03.20,09.03.20,11.03.20,12.03.20,13.03.20& 14.03.2020			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	YES			
DC register Sl. No. during the week	From No.	14857	To No.	14890
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	14.03.2020	14.03.2020	

Certified by:

14 MAR 2020

Admin Manager
VILLA ORCHIDS LLP

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarm@modiproperties.com on every Saturday. 3. Admin officers 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 officer/manager at site and filed at site. 7. #Suggested remarks – For technical details from site, For negotiations/quotations, Local purchase, For HOD's 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!