

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

Company:	Villa Orchids LLP	Date:	04.07.20	
Site:	Villa Orchids	Prepared by:	S.SHARVANI	
Report From / to	28.06.20 to 04.07.20	Approved by:	A.SURESH	
Report Date	04.07.20			
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 [#]
63397	25.06.20	1-2	Grinding machine	PO To to be issued
63400	27.06.20	1	Armor cable	PO To to be issued
63408	29.06.20	1-6	Al. windows	PO To to be issued
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion 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
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
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.67502 Ready with supplier
63342	26.05.20	1-33	Pvc material	PO No.67588 Ready with supplier
63350	28.05.20	2	Contry series tiles	PO No.67591 Ready with supplier
63357	04.06.20	1-2	Armor cable	PO No.67743 Ready with supplier
63371	13.06.20	1-7	Doors	PO No.67969 Ready with supplier
63374	15.06.20	1-6	Al. Windows	PO No.68266 Ready with supplier
63385	23.06.20	1-4	Tanbrown granite	PO No.68415 Ready with supplier
63386	23.06.20	1-2	Black granite	PO No.68417 Ready with supplier
63390	23.06.20	1-2	Curtting blades	PO No.63390 Ready with supplier
63395	24.06.20	1-3	CPVC	PO No.68298 Ready with supplier
63401	27.06.20	1-20	CP fitting	PO No.68443,68444 Ready with supplier
63402	27.06.20	1-5	Sanitary	PO No.68446 Ready with supplier
63404	29.06.20	1-4	Tanbrown granite	PO No.68416 Ready with supplier
63405	29.06.20	1-2	Black granite	PO No.68418 Ready with supplier
63407	29.06.20	1-2	Utility tiles	PO No.68492 Ready with supplier
63411	29.06.20	1-7	Plugs	PO No.68512 Ready with supplier
63412	29.06.20	1-22	Plumbing	PO No.68481 Ready with supplier
63415	29.06.20	1-12	Electrical	PO No.68511 Ready with supplier
63416	29.06.20	1-19	PVC material	PO No 68570 Ready with supplier
No. of gate passes issued this week:		0	From No.	To No.
Delivery van site visit on:		Visited on dates 29.06.20 & 01.07.20		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week	From No.	15081	To No.	15106
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	04.07.20	04.07.20		

Certified by:

 S. Sharvani
 Asst. Engineer
 VILLA ORCHIDS LLP

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APPROVED BY
 4 JUL 2020
 A. SURESH
 PROJECT MANAGER