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

Company:	Villa Orchids LLP	Date:	11-07-20
Site:	Villa Orchids	Prepared by:	S.SHARVANI
Report From / to	05-07-20 to 11-07-20	Approved by:	A.SURESH
Report Date	11-07-20		

List of requisitions numbers missing in the report*: 63393,63420,63423,63427

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	Hold by MD

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
63326	21-05-20	3&4	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	1,2&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
63401	27-06-20	5,8&9	CP fitting	PO No.68444 Ready with supplier
63404	29-06-20	3	Tanbrown granite	PO No.68416 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
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
63417	06-07-20	1	Insulation tapes	PO No 68606 Ready with supplier
63418	01-07-20	1-2	Flush tanks	PO No 68716 Ready with supplier
63419	06-07-20	1	Teflon tapes	PO No 68677 Ready with supplier
63421	01-07-20	1-20	CP fittings	PO No 68560,68561 Ready with supplier
63422	01-07-20	1-3	Sanitary	PO No 68547 Ready with supplier
63424	04-07-20	1-6	MS grills	PO No 68698 Ready with supplier
63426	06-07-20	1-3	Door beeding	PO No 68 Ready with supplier

.No. of gate passes issued this week:	0	From No.	-	To No.	-
Delivery van site visit on:	Visited on dates 06-07-2020 & 08-07-2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes
DC register Sl. No. during the week	From No.	15107		To No.	15127
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	11-07-20	11-07-20	

APPROVED BY
11 JUL 2020
A. SURESH
PROJECT MANAGER

Certified by:
S. Sharvani
Asst. Engineer
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 rajkumarn@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 MDs approval/input, 8. $ Suggested remarks - Ready