

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

Company:	Villa Orchids LLP	Date:	18-07-2020			
Site:	Villa Orchids	Prepared by:	K.SNEHA			
Report From / to	12-07-20 to 18-07-20	Approved by:	A.SURESH			
Report Date	18-07-2020					
List of requisitions numbers missing in the report*: 63393,63420,63427,63442,63443						
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 ^s		
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	1-24	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		
63374	15-06-20	1-6	Al. Windows	PO No.68266 Ready with supplier		
63385	23-06-20	1-4	Tan brown 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	Cutting blades	PO No.63390 Ready with supplier		
63407	29-06-20	1-2	Utility tiles	PO No.68492 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		
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	2-3	Door beeding	PO No 68687 Ready with supplier		
63429	07-07-20	1-8	Panel doors	PO No 68707 Ready with supplier		
63430	07-07-20	1-6	MS grills	PO No 68741 Ready with supplier		
63431	07-07-20	1-3	Main door beeding	PO No 68742 Ready with supplier		
63432	07-07-20	1-12	Tiles	PO No 68708 Ready with supplier		
63436	08-07-20	1-2	Lappam	PO No 68776 Ready with supplier		
63438	08-07-20	1-12	Tiles	PO No 68758 Ready with supplier		
63439	08-07-20	2,8	Eco drain pipe	PO No 68720,68721 Ready with supplier		
63441	10-07-20	1-2	Black grainte	PO No 68856 Ready with supplier		
63444	14-07-20	1	Armored cable	PO No 68880 Ready with supplier		
.No. of gate passes issued this week:		5	From No.	1955	To No.	1959
Delivery van site visit on:		Visited on dates 12-07-2020&15-07-2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl. No. during the week	From No.	15128	To No.	15147		
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	18-07-2020	18-07-2020				

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

Certified by:
S. Sharvani
Asst. Engineer
VILLA ORCHIDS LLP

APPROVED BY
18 JUL 2020
A. SURESH
PROJECT MANAGER