

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

Company:	Villa Orchids LLP	Date:	25-07-2020
Site:	Villa Orchids	Prepared by:	K.SNEHA
Report From / to	19-07-20 to 25-07-20	Approved by:	A.SURESH
Report Date	25-07-2020		
List of requisitions numbers missing in the report*: 63427,63442,63457,63456,63455			
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
63447	17-07-2020		
Req No.	Req Date	Serial no of item in Req.	Item Description
63309	11-05-20	1	Country series
63333	23-05-20	1	Lupum bags
63342	26-05-20	1-24	Pvc material
63350	28-05-20	2	Contry series tiles
63357	04-06-20	1-2	Armor cable
63374	15-06-20	1,2&4	Al. Windows
63386	23-06-20	1-2	Black granite
63397	25.06.20	1	Grinding machine
63407	29-06-20	1-2	Utility tiles
63416	29-06-20	2&9	PVC material
63417	06-07-20	1	Insulation tapes
63424	04-07-20	1-6	MS grills
63429	07-07-20	2,3,6,7	Panel doors
63430	07-07.20	1-6	MS grills
63432	07-07-20	1-12	Tiles
63436	08-07-20	1-2	Lappam
63438	08-07-20	1-12	Tiles
63439	08-07-20	2,8	Eco drain pipe
63441	10-07-20	1-2	Black grainte
63443	14-07-20	6	Brass ball cork
63447	17-07-20	1-6	Al windows
63448	17-07-20	1-2	Sanitary
63449	20-07-20	1-12	Electrical
63454	21-07-20	1-6	Misc items
.No. of gate passes issued this week:		0	From No.
Delivery van site visit on:		Visited on dates 13th,15th,22nd,24th july 2020	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	15148	To No. 15172
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	APPROVED		
Date	25-07-2020	25-07-2020	

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 remarks - For technical details from site, For negotiations/quotations, Local purchase, For MDs 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