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

Company:	Villa Orchids LLP	Date:	01-08-2020
Site:	Villa Orchids	Prepared by:	K.SNEHA
Report From / to	26-07-20 to 01-08-20	Approved by:	A.SURESH
Report Date	01-08-2020		

List of requisitions numbers missing in the report*: 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#

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
63333	23-05-20	1	Lupum bags	PO No.67430 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	1,2&4	Al. Windows	PO No 68266 Ready with supplier
63386	23-06-20	1-2	Black granite	PO No.68417 Ready with supplier
63407	29-06-20	1-2	Utility tiles	PO No.68492 Ready with supplier
63424	04-07-20	3,7	MS grills	PO No 68698 Ready with supplier
63429	07-07-20	3,7	Panel doors	PO No 68707 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
63441	10-07-20	1-2	Black grainte	PO No 68856 Ready with supplier
63443	14-07-20	2,5	Brass ball corck	PO No 69016 Ready with supplier
63445	20-07-20	1	Cement	PO No 68948 Ready with supplier
63446	23-07-20	1	SS Railing	PO No 69056 Ready with supplier
63447	17-07-20	1-6	Al windows	PO No.69068 Ready with supplier
63448	17-07-20	1-5	Sanitary	PO No.68919 Ready with supplier
63450	22-07-20	1	Sera board	PO No. 69204 Ready with supplier
63451	22-07-20	1	Sera board	PO No.69205 Ready with supplier
63452	21-07-20	1	False celling	PO No.69031 Ready with supplier
63453	21-07-20	1	Flase celling	PO No.69032 Ready with supplier
63454	21-07-20	3,6	Misc items	PO No.69008 Ready with supplier
63455	31-07-20	1-10	Pvc pipe	PO No.69344 Ready with supplier
63456	31-07-20	1-5	Cpvc pipe	PO No.69342 Ready with supplier
63461	25-07-20	1	Ms gate with powder	PO No.69138 Ready with supplier
63462	28-07-20	1-8	Pannel doors	PO No.69275 Ready with supplier
63463	28-07-20	1	Sanitizers	PO No.69255 Ready with supplier

.No. of gate passes issued this week:	NIL	From No.	-	To No.	-
Delivery van site visit on:	Visited on dates 25th,29th july 2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes
DC register Sl. No. during the week	From No.	15173		To No.	15193
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	01-08-2020	01-08-2020	

APPROVED BY

1 AUG 2020

A. SURESH
PROJECT MANAGER

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 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!

APPROVED BY
1 AUG 2020
A. SURESH
PROJECT MANAG