

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

Company:	Villa Orchids LLP	Date:	08-08-2020	
Site:	Villa Orchids	Prepared by:	K.SNEHA	
Report From / to	02-08-20 to 08-08-20	Approved by:	A.SURESH	
Report Date	08-08-2020			
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#
63466	30-07-20	1-2	Catridge	PO to be issue
63467	05-08-20	1	Virtrified tiles	PO to be issue
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^s
63333	23-05-20	1	Lupum bags	PO No.67430 Ready with supplier
63350	28-05-20	2	Contry series tiles	PO No.67591 Ready with supplier
63357	04-06-20	1	Armor cable	PO No.67743 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	MS grills	PO No 68698 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
63447	17-07-20	4	Al windows	PO No.69068 Ready with supplier
63448	17-07-20	1-5	Sanitary	PO No.68919 Ready with supplier
63455	31-07-20	1,8	Pvc pipe	PO No.69344 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
No. of gate passes issued this week:		01	From No.	1960
Delivery van site visit on:		Visited on dates 1 st ,5 th ,8 th AUGUST 2020		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week	From No.	15198	To No.	15217
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	08-08-2020	08-08-2020		

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

Sneha

APPROVED BY
A. SURESH
PROJECT MANAGER

Reply to remarks on requisition by site report.					
Prepared by:	MINISH				
Report from/to	26.07.2020 TO 01.08.2020				
Report Date	07.08.2020			Date	
Site:	VOCLLP			Remarks by Shiva Krishna	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions where PO/WO not prepared 3 working days after requisitions					
Req NO	Req Date	Item Description			
63309	11.05.2020	Country Tiles	Material available at MPL Please Collect	YES	
63333	23.05.2020	Lappum Bags	Available at SSLLP Please Collect		
63342	26.05.2020	PVC Material	Please Collect From SSLLP	YES	
63350	28.05.2020	Country Tiles	Material available at MPL Please Collect		
63357	04.06.2020	Armor Cable	Available at SSLLP Please Collect	NO	
63374	15.06.2020	AL Windows	Available at SSLLP Please Collect	NO	
63386	23.06.2020	Black Granite	Available at SOV Please Collect	NO	
63407	29.06.2020	Utility Tiles	Please collect from Vista	NO	
63424	04.07.2020	M S Grill	Available at SSLLP Please Collect	NO	
63429	07.07.2020	Panel Doors	Available at SSLLP Please Collect	NO	
63432	07.07.2020	TILES	Available at MPL Please Collect	NO	
63436	08.07.2020	Lappum Bags	Available at SSLLP Please Collect	NO	
63438	08.07.2020	Tiles	Available at MPL Please Collect	NO	
63441	10.07.2020	Black Granite	Available at SOV Please Collect	NO	
63443	14.07.2020	Brass Ball Cock	Available at SSLLP Please Collect	NO	
63445	20.07.2020	Cement	Material Delivered	YES	
63446	23.07.2020	S S Railing	Please co-ordinate with Supplier	YES	
63447	17.07.2020	AL Windows	Material Ready Delivery Today	NO	
63448	17.07.2020	Sanitary	Available at SSLLP Please Collect	NO	
63450	22.07.2020	Cera Board	PO Issued Co ordinate with Contractor	NO	
63451	22.07.2020	Cera Board	PO Issued Co ordinate with Contractor	NO	
63452	21.07.2020	False Ceiling	Please Co ordinate with Contractor	YES	
63453	21.07.2020	False Ceiling	Please Co ordinate with Contractor	YES	
63454	21.07.2020	Misc Item	Details Required	YES	
63455	31.07.2020	Pvc Pipe	Available at SSLLP Please Collect	YES	
63456	31.07.2020	CPVC Pipe	Available at SSLLP Please Collect		
63461	25.07.2020	M S Gate with Powder Coated	Please Co ordinate with Contractor	NO	
63462	28.07.2020	Panel Doors	Available at SSLLP Please Collect	NO	
63463	28.07.2020	Sanitizer	Available at SSLLP Please Collect		


 APPROVED BY
 08 AUG 2020
 A. SURESH
 PROJECT MANAGER