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

Company:			la Orchids		Date:		17-08-2020		
			Villa Orchid		Prepared by:		K.SNEHA		
Report From / to 09-08-20 to			8-20 to 17-	08-20	Approved by:			RESH	
Report Date 17-08-2020							11.00	ICESTI	
List of requis	sitions n	umbers	missing in	the repor	t*: 63427				
List of requis	sitions v	vhere P	O/WO not	orepared	3 working days af	ter requisition:			
Req No.	Req	Req Date Seri		of It	em Description	Reason for not preparing PO/WO#		PO/WO#	
			item in		•			510/110	
		Req.							
63466			1-2		Catridge	PO to be issue			
Req No.	Req	Date	Serial no	of It	em Description	Details of discussion with supplier <sup>s</sup>			
			item in			Supplier			
			Req.						
63350	28-05		2	Contry series tiles		PO No.67591 Ready with supplier			
63357	04-06		1		or cable	PO No.67743 Ready with supplier			
63386	23-06			1-2 Black granite			ady with supplier		
63407	29-06		1-2	Utility tiles		PO No.68492 Ready with supplier			
63424	04-07		3	MS g		PO No 68698 Re	8 Ready with supplier		
63432	07-07		1-12	Tiles		PO No 68708 Ready with supplier			
63436	08-07		1-2	Lappa	am	PO No 68776 Ready with supplier			
63438	08-07		1-12	Tiles		PO No 68758 Ready with supplier			
63441	10-07		1-2	Black	grainte	PO No 68856 Ready with supplier			
63447	17-07		4	Al wi	ndows	PO No.69068 Ready with supplier			
63448	17-07	7-20	1-5	Sanita	ary	PO No.68919 Ready with supplier			
63455	31-07		8	Pvc p	ipe	PO No.69344 Ready with supplier			
63461	25-07		1	Ms ga	ate with powder	PO No.69138 Ready with supplier			
63462	28-07	-20	3		el doors	PO No.69275 Ready with supplier			
63470	07-08		1-6	AL W	indows	PO No.69481 Ready with supplier			
63471	07-08		1 '	Armo	re cable	PO No.69506 Ready with supplier			
63475	11.08		1-13	CU-N	fultistand wire	PO No.69606 Re	PO No.69606 Ready with supplier		
63476	11-08		1		t grass	PO No.69605 Re	PO No.69605 Ready with supplier		
No. of gate passes issued this week:				Nil	Nil From No		To No		
Delivery van	site visit	t on:		Visite	d on dates 13th Al	UGUST 2020			
nward report	(MRN/	other) &	stock rep	ort emaile	ed in pdf format to	purchase?	,	Yes	
OC register Sl. No. during the From			n No.		218	To No.			
veek				101		10110.	15244		
tems not orde	ered but	receive	d: NII	,					
tems sent to I	HO /ven	dor that	are pendin	g for repa	air: NIL				
Details Project		ject Manag	er	Admin Officer/Manager		Admin Audit			
Sign	lign						Admin Audit		
Date 17-08-2020 otes: 1. * Send a copy of the missing requisiti					17-08-2020				

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a> and <a href="mailto:raikumam@modiproperties.com">raikumam@modiproperties.com</a> 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 fot 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!

A. SURESH PROJECT MANAGER snelog

	arks on requisi	tion by site report.			-
Prepared by:		MINISH			
Report from/t	10	02-08-2020 TO 08-08-2020			
Report Date		13-08-2020		Date	
Site:		VOCLLP		Remarks by Shiva Krishna	
Requisition No	Requisition Date	Material Desceription	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requis	itions where P	O/WO not prepared 3 working days after requisitions			
Req NO	Req Date	Item Description			
63333	23-05-20	Luppum Bags	Avaiable at SSLLP Please Collect	yes	
63350	28-05-20	Country Series Tiles	Please Collect From VISTA	No	
63357		Armor Cable	Avaiable at SSLLP Please Collect	NO	
63407		Black Granite	Avaiable at SOVLLP Please Collect	No	
63407		Utility Tiles	Please Collect From VISTA	No	
63424		MS Grills	Material Delivered DC NO 10525	No	
63432			Please Collect From VISTA/MPL	No	
63436		Luppum Bags	Avaiable at SSLLP Please Collect	NO	
63438			Please Collect From VISTA/MPL	No	
63441		Black Granite	Avaiable at SOVLLP Please Collect	No	
63447		AL Windows	Material Delivered DC NO 10530/3128	10	
63448			Please Collect From SSLLP	No	
63455		Pvc Pipes	Please Collect From SSLLP	NO	
63461		MS Gate with powder coated	Work in Progress Delivery in 2 Days	ND	
63462		Panel Doors	Please Collect From SSLLP	1 10	
05702	200120				
					-
		4			

APPROVED BY

1 7 AUG 2020

A. SURESH PROJECT MANAGER Snelas