

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

Company:	Villa Orchids LLP	Date:	17-08-2020
Site:	Villa Orchids	Prepared by:	K.SNEHA
Report From / to	09-08-20 to 17-08-20	Approved by:	A.SURESH
Report Date	17-08-2020		

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
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion 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	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	3	Pannel doors	PO No.69275 Ready with supplier
63470	07-08.20	1-6	AL Windows	PO No.69481 Ready with supplier
63471	07-08-20	1	Armored cable	PO No.69506 Ready with supplier
63475	11.08.20	1-13	CU-Multistand wire	PO No.69606 Ready with supplier
63476	11-08-20	1	Carpet grass	PO No.69605 Ready with supplier

No. of gate passes issued this week: Nil From No. - To No. -

Delivery van site visit on: Visited on dates 13th AUGUST 2020

Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes

DC register Sl. No. during the week From No. 15218 To No. 15244

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	17-08-2020	17-08-2020	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumam@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
17 AUG 2020
A. SURESH
PROJECT MANAGER

sneha

