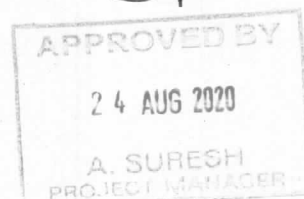


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Villa Orchids LLP	Date:	24-08-2020	
Site:	Villa Orchids	Prepared by:	K.SNEHA	
Report From / to	16-08-20 to 22-08-20	Approved by:	A.SURESH	
Report Date	24-08-2020			
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 ^s
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	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	3	Tiles	PO No 68708 Ready with supplier
63436	08-07-20	1-2	Lappam	PO No 68776 Ready with supplier
63438	08-07-20	1,2,5,6,9,10,12	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	2-6	AL Windows	PO No.69481 Ready with supplier
63475	11.08.20	1-10,13	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 17 th , 19 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.	15249	To No.	15257
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	24-08-2020	24 -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 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 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



Reply to remarks on requisition by site report.					
Prepared by:	MINISH			Date	24/08/2020
Report from/to	09-08-2020 TO 17-08-2020			Remarks by	Shiva Krishna
Report Date	24-08-2020				
Site:	VOCLLP			Material delivered?	If material is not delivered - is delay justified?
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks		
List of requisitions where PO/WO not prepared 3 working days after requisitions					
Req NO	Req Date	Item Description			
63350	28-05-20	Country Series Tiles	Please Collect From VISTA	yes	
63357	04-06-20	Armor Cable	Available at SSLLP Please Collect	no	
63407	23-06-20	Black Granite	Available at SOVLLP Please Collect	no	
63407	29-06-20	Utility Tiles	Please Collect From VISTA	no	
63424	04-07-20	MS Grills	Material Delivered DC NO 10525	no	
63432	07-07-20	Tiles	Please Collect From VISTA/MPL	no	
63436	08-07-20	Luppum Bags	Available at SSLLP Please Collect	no	
63438	08-07-20	Tiles	Please Collect From VISTA/MPL	no	
63441	10-07-20	Black Granite	Available at SOVLLP Please Collect	no	
63447	17-07-20	AL Windows	Material Delivered DC NO 10530/3128	no	
63448	17-07-20	Sanitary	Please Collect From SSLLP	no	
63455	31-07-20	Pvc Pipes	Please Collect From SSLLP	no	
63461	25-07-20	MS Gate with powder coated	Work in Progress Delivery in 2 Days	no	
63462	28-07-20	Panel Doors	Please Collect From SSLLP	no	
63470	07-08-20	AL Windows	Available at SSLLP Please Collect	yes	
63471	07-08-20	Armor Cable	Available at SSLLP Please Collect	no	
63475	11-08-20	CU-Multistand Wire	Available at SSLLP Please Collect	no	
63476	11-08-20	Carpet Grass	Delivered Please Co Ordinate With Mr Krishna	no	

Snelay

