

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

Company:	Villa Orchids LLP	Date:	29-08-2020
Site:	Villa Orchids	Prepared by:	K.SNEHA
Report From / to	24-08-20 to 29-08-20	Approved by:	A.SURESH
Report Date	29-08-2020		

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 ⁵
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 grante	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
63470	07-08-20	2-6	AL Windows	PO No.69481 Ready with supplier
63475	11-08-20	1-9,13	CU-Multistand wire	PO No.69606 Ready with supplier
63484	19-08-20	1	Parking tiles	PO No.69737 Ready with supplier
63488	25-08-20	1	Ecodrain bend chamber	PO No.69878 Ready with supplier
63490	20-08-20	1-3	Main door beeding	PO No.69738 Ready with supplier
63491	20-08-20	1-12	Cu-multistand wire	PO No.69805 Ready with supplier
63492	20-08-20	1-2	Vim bar	PO No.69771 Ready with supplier
63493	20-08-20	1	Blue pens	PO No.69772 Ready with supplier
63494	20-08-20	1-2	Bombay brooms	PO No.69774 Ready with supplier
63495	25-08-20	1-4	UPVC Fapt	PO No.69879 Ready with supplier
63497	26-08-20	1-7	Wall hang WC with seat cover	PO No.69904 Ready with supplier

No. of gate passes issued this week: 01 From No. 1961 To No. 1961

Delivery van site visit on: Visited on dates 24th, 28th AUGUST 2020

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

DC register Sl. No. during the week From No. 15258 To No. 15268

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Items sent to HO /vendor that are pending for repair: NIL

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	29-08-2020	29-08-2020	

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

Reply to remarks on requisition by site report					
Prepared by:	MENISH			Date	21/08/20
Report from to:	16-08-2020 TO 22-08-2020			Remarks by Shiva Krishna	
Report Date	24-08-2020				
Site	VOCILP				
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			
63357	04-06-20	Armor Cable	Available at SSLLP Please Collect	NO	
63407	23-06-20	Black Granite	Available at SOVLUP 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	Luggage 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 SOVLUP 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	yes	
63470	07-08-20	AL Windows	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 Material on 26-08-2020	yes	

Sreha

