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

Company:	Villa Orchids LLP	Date:	12-09-2020
Site:	Villa Orchids	Prepared by:	K.SNEHA
Report From / to	06-09-20 to 12-09-20	Approved by:	A.SURESH
Report Date	12-09-2020		

List of requisitions numbers missing in the report*:

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$
63448	17-07-20	3-4	Sanitary	PO No.68919 Ready with supplier
63491	20-08-20	1-8	Cu-multistand wire	PO No.69805 Ready with supplier
63497	26-08-20	1-7	Wall hang WC with seat cover	PO No.69904 Ready with supplier
63501	01-09-20	1-8	Panel doors	PO No.70045 Ready with supplier
63507	02-09-20	1	Plastro tanks	PO No.70074 Ready with supplier
63508	04-09-20	1	Eco drain bend chamber	PO No. 70141Ready with supplier
63509	08-09-20	1-5	Tanbrown graint	PO No.70214 Ready with supplier
63512	07-09-20	1-7	Spongers	PO No.70194 Ready with supplier
63514	05-09-20	1-2	Parking tiles	PO No.70179 Ready with supplier
63515	08-09-20	1-2&1	Zysoil	PO No.70276,70277 Ready with supplier
63516	08-09-20	1	Carpet gross	PO No.70279 Ready with supplier
63517	08-09-20	1	SS Number	PO No.70259 Ready with supplier
63518	09-09-20	1	Pvc pipe	PO No.70299Ready with supplier
63519	09-09-20	1	Main door beeding	PO No.70349 Ready with supplier

No. of gate passes issued this week:	Nil	From No.	-	To No.	-
Delivery van site visit on:	Visited on dates 8th september 2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl. No. during the week	From No.	15291		To No.	15302
1					
Items sent to HO /vendor that are pending for repair: NIL					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	12-09-2020	12-09-2020	

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

Reply to remarks on requisition by site report.					
Prepared by:		MINISH			
Report from/to		30-09-2020 To 05-09-2020		Date	12/09/20.
Report Date		10-09-2020		Remarks by Shiva Krishna	
Site:		VOCLLP			
Requisition No	Requisition Date	Material Descscription	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			
63407	29-06-20	Utility Tiles	Collect from VISTA	yes	
63432	07-07-20	Tiles	Collect from VISTA/MPL	yes	
63438	08-07-20	ITiles	Collect from VISTA/MPL	yes	
63447	17-07-20	AL Windows	Part material delivered DC No 10530/3128-Balance collect from SSLLP	yes	
63448	17-07-20	Sanitary	Collect from SSLLP	No	
63455	31-07-20	PVC Pipe	Collect from SSLLP	yes	
63461	25-07-20	MS Gate with Powder	Collect from SSLLP	yes	
63470	07-08-20	AL Windows	Part material delivered DC No 10530/3128-Balance collect from SSLLP	yes	
63475	11-08-20	CU-Multistand wire	Collect from SSLLP	yes	
63484	19-08-20	Parking Tiles	Contact Supplier Purnima Mosiac	yes	
63491	20-08-20	CU-Multistand wire	Collect from SSLLP	No	
63495	25-08-20	UPVC Fapt	Contact Supplier Praful Sanitary	yes	
63497	26-08-20	Wall Hung WC with Seat Cover	Collect from SSLLP	No.	
63501	01-09-20	Panel Doors	Collect from SSLLP	No	
63507	02-09-20	Plastro Tanks	Collect from SSLLP	No	

APPROVED BY

12 SEP 2020

A. SURESH
PROJECT MANAGER

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