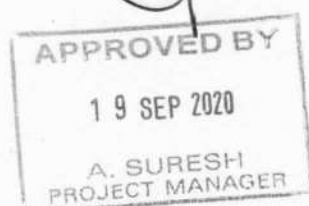


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Villa Orchids LLP	Date:	19-09-2020	
Site:	Villa Orchids	Prepared by:	K.SNEHA	
Report From / to	13-09-20 to 19-09-20	Approved by:	A.SURESH	
Report Date	19-09-2020			
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 ^s
63507	02-09-20	1	Plastro tanks	PO No.70074 we will get it from SSSLP in this week
63515	08-09-20	1	Zysoil	PO No. 70277 Sup: Anisha Associates we will get it from supplier
63516	08-09-20	1	Carpet gross	PO No. 70279 Sup:Y pushpalatha we will get it from supplier
63517	08-09-20	1	SS Number	PO No.70259 Sup: Radiant System we will get it from supplier
63518	09-09-20	1	Pvc Pipe	PO No.70299 Sup: Shubham Enterprises we will get it from supplier
63519	09-09-20	1	Main door beeding	PO No.70349 we will get it from SSSLP
63524	15-09-20	1-8	Panel doors	PO No. 70466 we will get it from SSSLP
63525	15-09-20	1	A4 size papers	PO No. 70423 we will get it from SSSLP
63526	15-09-20	1-7	Wall hung WC	PO No. 70436 we will get it from SSSLP
No. of gate passes issued this week:		01	From No.	1967 To No. 1967
Delivery van site visit on:		Visited on dates 15th, 19th september 2020		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week	From No.	15304	To No.	15318
1				
Items sent to HO /vendor that are pending for repair: NIL				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign				
Date	19-09-2020	19-09-2020		

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

Snelley

Ufa

APPROVED BY
19 SEP 2020
A. SURESH
PROJECT MANAGER