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$
63507	02-09-20	1	Plastro tanks	PO No.70074 we will get it from SSLLP 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 SSLLP
63524	15-09-20	1-8	Panel doors	PO No. 70466 we will get it from SSLLP
63525	15-09-20	1	A4 size papers	PO No. 70423 we will get it from SSLLP
63526	15-09-20	1-7	Wall hung WC	PO No. 70436 we will get it from SSLLP

No. of gate passes issued this week:	01	From No.	1967	To No.	1967
Delivery van site visit on:	Visited on dates15th,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!

APPROVED BY
19 SEP 2020
A. SURESH
PROJECT MANAGER

Sneha

Reply to remarks on requisition by site report.					
Prepared by:		MINISH			
Report from/to		06-09-2020 To 12-09-2020			
Report Date		18-09-2020		Date	19/09/2020
Site:		VOCLLP		Remarks by Shiva Krishna	
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			
63448	17-07-20	Sanitary	Collect from SSLLP	yes	
63491	20-08-20	CU-Multistand Wire	Collect from SSLLP	yes	
63497	26-08-20	Wall Hung WC with seat cover	Collect from SSLLP	yes	
63501	01-09-20	Panel Doors	Collect from SSLLP	yes	
63507	02-09-20	Plasto tanks	Collect from SSLLP	NO	
63508	04-09-20	Eco drain bend chamber	Collect from SSLLP	yes	
63509	08-09-20	Tanbroen granites	Collect from SOVLLP	yes	
63512	07-09-20	Sponges	Collect from SSLLP	yes	
63514	05-09-20	Parking Tiles	Contact Purnima Mosiac and Collect Material	yes	
63515	08-09-20	Zycosil	Collect from SSLLP	NO	
63516	08-09-20	Carpet Grass	Contact Supplier	NO	
63517	08-09-20	SS Number	Contact Supplier	NO	
63518	09-09-20	PVC Pipe	Collect from SSLLP	NO	
63519	09-09-20	Main door beeding	Collect from SSLLP	No	

APPROVED BY

19 SEP 2020

A. SURESH
PROJECT MANAGER