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

Company:	Villa Orchids LLP	Date:	03-10-2020
Site:	Villa Orchids	Prepared by:	K.SNEHA
Report From / to	27-09-20 to 03-10-20	Approved by:	A.SURESH
Report Date	03-10-2020		

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#
63539	23-09-20		Bision board	Po not issued

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
63526	15-09-20	1-7	Wall hung WC	PO No. 70436 we will get it from SSLLP on Tuesday
63528	16-09-20	1-2	SS Number	PO No. 70547 Sup: Radiant System under fabrication
63529	21-09-20	1-2	Key labeling cards	PO No. 70592 we will get it from SSLLP on Tuesday
63535	23-09-20	1-5	Tanbrown granite	PO No. 70720 we will get it from SSLLP on Tuesday
63540	28-09-20	1-4,1	Steel buckets	PO No. 70816&70817 we will get it from SSLLP on Tuesday
63541	28-09-20	1-4	Blue pens	PO No. 70799 we will get it from SSLLP on Tuesday

No. of gate passes issued this week:	Nil	From No.	-	To No.	-
Delivery van site visit on:	Visited on dates 26th,27th,28th,30th september 2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	15344		To No.	15366

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

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Sneha	
Date	03-10-2020	03-10-2020	

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
03 OCT 2020
A. SURESH
PROJECT MANAGER

Reply to remarks on requisition by site report.					
Prepared by:		MINISH			
Report from/to		20-09-20 TO 26-09-20			
Report Date		01-10-2020		Date	03/10/2020
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			
63507	02-09-20	Plasto Tanks	Avaiable at SSLLP Please Collect on Monday	NO	
63515	08-09-20	Zycosil	Avaiable at SSLLP Please Collect	yes	
63517	08-09-20	SS Number	Contact Radiant System &Collect Material	yes	
63519	09-09-20	Main Door Beeding	Avaiable at SSLLP Please Collect on Monday	yes	
63525	15-09-20	A4 Size Paper	Avaiable at SSLLP Please Collect on Monday	yes	
63526	15-09-20	Wall Hung WC	Avaiable at SSLLP Please Collect on Monday	No	
63528	16-09-20	SS Number	Contact Radiant System &Collect Material	NO	
63529	21-09-20	Key labelling Cards	Avaiable at SSLLP Please Collect on Monday	NO	

APPROVED BY

03 OCT 2020

A. SURESH
PROJECT MANAGER

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