

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

Company:	Villa Orchids LLP	Date:	10-10-2020
Site:	Villa Orchids	Prepared by:	K.SNEHA
Report From / to	04-10-20 to 10-10-20	Approved by:	A.SURESH
Report Date	10-10-2020		
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 ^s
Req No.	Req Date	Serial no of item in Req.	Item Description
			Details of discussion with supplier ^s
63526	15-09-20	1-7	Wall hung WC
			PO No. 70436 we will get it from SLLP on Monday
63529	21-09-20	1-2	Key labeling cards
			PO No. 70592 we will get it from SLLP on Monday
63547	05-10-20	1-5	Wall hang WC
			PO No. 70989 we will get it from SLLP on Monday
63548	05-10-20	1-2	White cement
			PO No. 71034 we will get it from SLLP on Monday
No. of gate passes issued this week:		Nil	From No. 1970 To No. 1970
Delivery van site visit on:		Visited on dates 6 th , 9 th september 2020	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?		Yes	
DC register Sl. No. during the week	From No.	15368	To No. 15388
Items sent to HO /vendor that are pending for repair: NIL			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	10-10-2020	10-10-2020	

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
10 OCT 2020
A. SURESH
PROJECT MANAGER

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