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

Arti- Orchide I I D			Date:			10-10-2020		
				2				
Site.						A.SURE	SH	
Report From / to 04-10-20 to 00-10-20 Report Date 10-10-2020			Appi	oved by.				
	10-10-2	020	*.					
tions numbers	missing	in the repor	2	ing days after red	uisition:			
tions where P	O/WO n	ot prepareu) WOIN	Description	Reason	for not preparin	g PO/WO#	
Req Date	Serial no of item in Req.		Item Beseription					
					Details	of discussion wi	th supplier ^{\$}	
Reg Date	Seria	Serial no of		n Description	Details of discussion was a fi			
reeq 2	item	in Req.			PO No. 70436 we will get it from SSLLP			
15-09-20	1-7				on Monday			
10 01 -					PO No. 70592 we will get it from SSLLP			
21-09-20			0		on Monday	on Monday		
					PO No. 70989 we will get it from SSLLP			
05-10-20			Wall hang WC		on Monday			
			White cement		PO No. 71034 we will get it from SSLLP			
05-10-20	1-2				on Monday			
			NT:1	From No		To No.	1970	
asses issued t	this week	C:	INII]	d'an dates 6th 9th		20		
				Visited on dates 0, 5th september 2			Yes	
rt (MRN/othe	r) & stoc	k report ema	ailed in	pai format to pai	Chase.	To No.	15388	
DC register Sl. No. during week		From No.	15368			101.0		
Items sent to HO /vendor that are pending for			repair: NIL		Admin Aug	Admin Audit		
Details		Project Manager		Admin Officer/Manager		110111111111111111111111111111111111111		
				10 10 0	0000			
Sign 1		10-10-2020		10-10-2	020	ort to purchase@n	nodiproperties.com	
	rions numbers tions where P Req Date Req Date 15-09-20 21-09-20 05-10-20 05-10-20 asses issued to site visit on: rt (MRN/othe Sl. No. during to HO /vendor	Req Date Seriatem To-10-20 To-10-2	tions numbers missing in the reportions where PO/WO not prepared Req Date Serial no of item in Req. Req Date Serial no of item in Req. 15-09-20 1-7 21-09-20 1-2 05-10-20 1-5 05-10-20 1-2 passes issued this week: site visit on: rt (MRN/other) & stock report emails. SI. No. during the From No. 10 HO /vendor that are pending for Project Manager	Villa Orchids Villa Orchids Prepa to 04-10-20 tol0*-10-20 Apprentions numbers missing in the report*: tions where PO/WO not prepared 3 work Req Date Serial no of item in Req. Req Date Serial no of item in Req. 15-09-20 1-7 Wall he 21-09-20 1-2 Key late of the propertion of the	Villa Orchids Villa Orchids to 04-10-20 tol0*-10-20 Approved by: 10-10-2020 tions numbers missing in the report*: tions where PO/WO not prepared 3 working days after received item in Req. Req Date Serial no of item in Req. Req Date Serial no of item in Req. 15-09-20 1-7 Wall hung WC 21-09-20 1-2 Key labeling cards 05-10-20 1-5 Wall hang WC 05-10-20 1-2 White cement passes issued this week: Nil From No. asses issued this week: Nil From No. of the Wall hang WC Visited on dates 6th, 9th of the MRN/other) & stock report emailed in pdf format to pur Sl. No. during the From No. 15368 Of HO /vendor that are pending for repair: NIL Project Manager Admin Officer/Man	Villa Orchids to 04-10-20 tol0*-10-20 Approved by: 10-10-2020 tions numbers missing in the report*: tions where PO/WO not prepared 3 working days after requisition: Req Date Serial no of item in Req. Req Date Serial no of item in Req. 15-09-20 1-7 Wall hung WC PO No. 704 on Monday 21-09-20 1-2 Key labeling cards PO No. 705 on Monday 05-10-20 1-5 Wall hang WC PO No. 705 on Monday 05-10-20 1-2 White cement PO No. 705 on Monday assses issued this week: Nil From No. 1970 assiet visit on: rt (MRN/other) & stock report emailed in pdf format to purchase? SI. No. during the From No. 15368 DHO /vendor that are pending for repair: NIL Project Manager Admin Officer/Manager	Villa Orchids LLP Villa Orchids Prepared by: A.SURE	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <u>purchase@modiproperties.com</u>, 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 remarks – Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, Supplier arranging for material, 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' 9. Purchase to send reply to this report within officers/managers must call all suppliers on a daily basis for follow-up – DO NOT CALL PURCHASE!

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Prepared by:		sition by site report. MINISH			
Report from/t		MINISH			1/4
Report Date	10	27-09-20 TO 03-10-20			
Site:		08-10-202			
site;		VOCLLP 00-10-202		Date -	10/10/2
D				Remarks by Shiva Krishna	
Requisition Requisition					If material is n
No	Date	Material Desescription	P 1	Material	delivered - is de
ast of requisi	tions where P	O/WO not prepared 3 working days after requisitions	Purchase Manager - Remarks	delivered?	justified?
					Jastinea.
63507	02-09-20	Plasto Tanks			
63526	15-09-20	Wall Hung WC	Avaiable at SSLLP Please Collect	VPS	
63528	16-09-20	SS Number	Avaiable at SSLLP Please Collect	Yes	
63529	21-09-20	Key Lahelling Cardo	Contact Radiant System &Collect	1/40	
63535	23-09-20	Tanbrown Granite	Avaiable at SSLLP Please Collect	Yes	
63540	28-09-20	Steel Bucket	Collect From SOVLLP On 11-10-2020	NO	
	28-09-20	Rlue Pen	Avaiable at SSLLP Please Collect	yes	-
	20 07 20	Dide Fell	Avaiable at SSLLP Please Collect	Yes	
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