

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

Company:	Villa Orchids LLP	Date:	17-10-2020
Site:	Villa Orchids	Prepared by:	K.SNEHA
Report From / to	11-10-20 to 17-10-20	Approved by:	A.SURESH
Report Date	17-10-2020		
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#
Req No.	Req Date	Serial no of item in Req.	Item Description
			Details of discussion with supplier\$
63526	15-09-20	1-7	Wall hung WC
63529	21-09-20	1-2	Key labeling cards
63547	05-10-20	1-5	Wall hang WC
63548	05-10-20	1-2	White cement
63552	08-10-20	1-16	40ams Isolator
63554	09-10-20	1-9,1	Panel doors
63557	13-10-20	1	Insulation tapes
63558	13-10-20	1-3	Cu-multistand wire 1/18 yellow
No. of gate passes issued this week:		Nil	From No. 1971 To No. 1973
Delivery van site visit on:		Not Visited in this week	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			
DC register Sl. No. during the week	From No.	Nil	To No. Nil
Items sent to HO /vendor that are pending for repair: NIL			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	17-10-2020	17-10-2020	

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
17 OCT 2020
A. SURESH
PROJECT MANAGER

Sneha

