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

Company: Villa (hids LLP	Date:			31-10-	2020
ite: Villa O		Orchids	Pre	Prepared by:		K.SNEHA	
Report From / to 25-10-20 to 3		o 31-10-20				A.SURESH	
Report Date		-2020				71.501	CLOTT
itions n	umbers missi	ng in the rep	ort*:				
itions w	here PO/WO	not prepared	d 3 wor	king days after red	misition.		
Req I	Date Se	rial no of	Item Description		Reason for not preparing PO/WO#		
Req Date		Street, see and	Item Description		Details of discussion with supplier ^{\$}		
05-10)-20	1-5		nang WC	PO No. 70989 we will get it from SSLLP on Monday		
No. of gate passes issued this week:			Nil	From No.	-		
			Visite	d in this week 30th	october	101,0.	
(MRN/	other) & stoc	k report ema	iled in	pdf format to purc	hase?		Yes
		From No.				To No.	15433
HO /ver	ndor that are p	pending for r	epair: N	ML.			
					er	Admin Audit	
						Zidilili Addi	
Date 31-10-2020		020	31-10-2020				
	Req I 05-10 asses iss site visit (MRN/	Villa (/ to 25-10-20 tr 31-10 itions numbers missi itions where PO/WO Req Date Se iter Req Date Se iter 05-10-20 asses issued this weel site visit on: (MRN/other) & stock 1. No. during the HO /vendor that are particular of the stock o	itions numbers missing in the repitions where PO/WO not prepared Req Date Serial no of item in Req. Req Date Serial no of item in Req. O5-10-20 1-5 asses issued this week: site visit on: (MRN/other) & stock report emails. No. during the From No. HO /vendor that are pending for reproject Manager	Villa Orchids Pre / to 25-10-20 to 31-10-20 App 31-10-2020 itions numbers missing in the report*: itions where PO/WO not prepared 3 work Req Date Serial no of item in Req. Req Date Serial no of item in Req. O5-10-20 1-5 Wall hasses issued this week: Nil site visit on: Visite (MRN/other) & stock report emailed in 1. No. during the From No. HO /vendor that are pending for repair: No Project Manager Adm	Villa Orchids Prepared by: / to 25-10-20 to 31-10-20 Approved by: 31-10-2020 itions numbers missing in the report*: itions where PO/WO not prepared 3 working days after reconstructions where PO/WO not prepared 3 working days after reconstruction item in Req. Req Date Serial no of item in Req. Req Date Serial no of item in Req. 05-10-20 1-5 Wall hang WC asses issued this week: Nil From No. site visit on: Visited in this week 30th in t	Villa Orchids Prepared by: / to 25-10-20 to 31-10-20 Approved by: 31-10-2020 itions numbers missing in the report*: itions 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. Po No. 70: on Monday asses issued this week: Nil From No. site visit on: Visited in this week 30th october (MRN/other) & stock report emailed in pdf format to purchase? I. No. during the From No. Project Manager Admin Officer/Manager Sulland Admin Officer/Manager	Villa Orchids Prepared by: K.SNI / to 25-10-20 to 31-10-20 Approved by: 31-10-2020 itions numbers missing in the report*: itions 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. O5-10-20 I-5 Wall hang WC PO No. 70989 we will get on Monday asses issued this week: Nil From No To No. site visit on: Visited in this week 30th october (MRN/other) & stock report emailed in pdf format to purchase? I. No. during the From No. 15414 To No. HO /vendor that are pending for repair: NIL Project Manager Admin Officer/Manager Admin Audit

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!

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A. SURESH

Prepared by:		Keerthi			· · · · · · · · · · · · · · · · · · ·
Report Date:		29-10-20			
Site		Villa Orchide LLD			
Requisition No		Material Desescription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay
	*************************	mid-mid-mid-mid-mid-mid-mid-mid-y-S	atter reginsinon		*
ast of requisitions \	Where PO/WO is p	repared and items have not	been received at site		•
63526	15-09-20	Wall hung WC	Tomorrow it will 11 11 11	i	
63529	21-09-20	Key labeling cards	Tomorrow it will available at SSLLP please collect \(\mathcal{Q} \) Stock at SSLLP collect it from SSLLP		
63527	5-10-20	Wall hung WC	Tomorrow it will available at SSLLP please	<u>yel</u>	
63548	5-10-20	White cement	State of the state	e collect	ļ
			Stock at SSLLP , collect it from SSLLP	Ves	
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