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

Company:	Villa Orchids LLP	Date:	31-10-2020
Site:	Villa Orchids	Prepared by:	K.SNEHA
Report From / to	25-10-20 to 31-10-20	Approved by:	A.SURESH
Report Date	31-10-2020		

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$
63547	05-10-20	1-5	Wall hang WC	PO No. 70989 we will get it from SSLLP on Monday

No. of gate passes issued this week:	Nil	From No.	-	To No.	-
Delivery van site visit on:	Visited in this week 30th october				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	15414		To No.	15433

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

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Snehay	
Date	31-10-2020	31-10-2020	

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!

Snehay

APPROVED BY
31 OCT 2020
A. SURESH
PROJECT MANAGER

Prepared by:		Keerthi			
Report Date:		29-10-20			
Site		Villa Orchids LLP			
Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions Where PO/WO is not prepared 3 working days after requisition					
List of requisitions Where PO/WO is prepared and items have not been received at site					
63526	15-09-20	Wall hung WC	Tomorrow it will available at SSLLP ,please collect	yes	
63529	21-09-20	Key labeling cards	Stock at SSLLP ,collect it from SSLLP	yes	
63527	5-10-20	Wall hung WC	Tomorrow it will available at SSLLP ,please collect	NO	
63548	5-10-20	White cement	Stock at SSLLP ,collect it from SSLLP	yes	

APPROVED BY

31 OCT 2020

A. SURESH

PROJECT MANAGER

Snehay