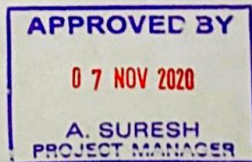


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Villa Orchids LLP	Date:	07-11-2020			
Site:	Villa Orchids	Prepared by:	K.SNEHA			
Report From / to	01-11-20 to 07-11-20	Approved by:	A.SURESH			
Report Date	07-11-2020					
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 ⁹		
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ⁵		
63573	03-11-2020	1-8&1-12	Wall mixture	PO No. 71930&71931 we will get it from SLLP on Monday		
No. of gate passes issued this week:		04	From No.	1975	To No.	1978
Delivery van site visit on:		Visited in this week 3 rd &4 th &7 th november				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl. No. during the week	From No.	15434		To No.	15445	
Items sent to HO /vendor that are pending for repair: NIL						
Details	Project Manager	Admin Officer/Manager	Admin Audit			
Sign		<i>Sneha</i>				
Date	07-11-2020		07-11-2020			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumari@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!



Sneha

Prepared by:		Keerthi			
Report Date:		6-11-20			
Site		Villa Orchids LLP			
Requisition No	Requisition Date	Material Description	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					
63547	5-10-2020	Wall hung WC	Stock available at SSLLP please collect.	yes	

APPROVED BY

07 NOV 2020
A. SURESH
PROJECT MANAGER

sneha