

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

Company:	Villa Orchids LLP	Date:	13-11-2020			
Site:	Villa Orchids	Prepared by:	K.SNEHA			
Report From / to	08-11-20 to 13-11-20	Approved by:	A.SURESH			
Report Date	13-11-2020					
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		
63579	7-11-20	1-4	Curtain rods	Po not issued		
63580	07-11-20	1-4	Curtain	Po not issued		
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ⁵		
63574	03-11-20	1-4	Sanitary	PO No. 71836 we will get it from SSSLP on Monday		
63582	09-11-20	1	Curing pipe	PO No. 72001 we will get it from SSSLP on Monday		
No. of gate passes issued this week:		Nil	From No.	-	To No.	-
Delivery van site visit on:		Visited in this week 11th november				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl. No. during the week		From No.	15446	To No.	15448	
Items sent to HO /vendor that are pending for repair: NIL						
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign			<i>Sneha</i>			
Date	13-11-2020		13-11-2020			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumari@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
13 NOV 2020
A. SURESH
PROJECT MANAGER

Prepared by:		Keerthi			
Report Date:		12-11-20			
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 mixture	Delivered	yes	



Suresh