

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

Company:	Villa Orchids LLP	Date:	21-11-2020
Site:	Villa Orchids	Prepared by:	K.SNEHA
Report From / to	14-11-20 to 21-11-20	Approved by:	A.SURESH
Report Date	21-11-2020		
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#
Req No.	Req Date	Serial no of item in Req.	Item Description
			Details of discussion with supplier
63592	19-11-20	1-7	CPVC Coupling
			PO No. 72293 we will get it from SLLP on Monday
63593	19-11-20	1	Araldite
			PO No. 72318 we will get it from SLLP on Monday
63594	19-11-20	1-2	White cement
			PO No. 72285 we will get it from SLLP on Monday
No. of gate passes issued this week:		Nil	From No. - To No. -
Delivery van site visit on:		Visited in this week 17 th , 19 th & 20 th november	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	15449	To No. 15461
Items sent to HO /vendor that are pending for repair: NIL			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		<i>Sneha</i>	
Date	21-11-2020	21-11-2020	

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

Prepared by:		Keerthi			
Report Date:		19-11-20		date: 21/11/2020	
Site		Villa Orchids LLP			
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
63579	7-11-20	Curtain rods	Online purchase	NO	
63580	7-11-20	Curtain	Online purchase	NO	
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					
63574	3-11-2020	Sanitary	Stock available at SSLP	yes	
63582	9-11-2020	Curing pipe	Stock available at SSLP	yes	

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