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

Company:	Villa Orchids LLP	Date:	28-11-2020
Site:	Villa Orchids	Prepared by:	K.SNEHA
Report From / to	22-11-20 to 28-11-20	Approved by:	A.SURESH
Report Date	28-11-2020		

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#
63590	17-11-20	1	AL window three track	Po not issued
Req No.	**Req Date**	**Serial no of item in Req.**	**Item Description**	**Details of discussion with supplier**
63596	20-11-20	1-4	Wall hung wc	PO No. 72355 we will get it from SSLLP on Monday
63598	24-11-20	1	CPVC tank nipple	PO No. 72418 we will get it from SSLLP on Monday
63599	24-11-20	1-3	A4 size white paper	PO No. 72434 we will get it from SSLLP on Monday
63600	24-11-20	1-5	Colin	PO No. 72433 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 25th&27th November				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes
DC register Sl. No. during the week	From No.	15464		To No.	15474

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

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		snehaf	
Date	28-11-2020	28-11-2020	

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

APPROVED BY
2 8 NOV 2020
A. SURESH
PROJECT MANAGER

Prepared by:		Keerthi			
Report Date:		27-11-20			
Site		Villa Orchids LLP		Dt	28/11/20
Requisition No	Requisition Date	Material Desescription	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					
63592	19-11-20	CPVC coupling	Stock available at SSLLP	yes	
63593	19-11-20	Araldite	Stock available at SSLLP	yes	
63594	19-11-20	White cement	Stock available at SSLLP	yes	

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