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

Company		Villa Oro	hids LLP	10				
Cita		Villa (ands LLP	Date:			05-12-2020	
Report From / to Report Date		Villa Orchids 29-11-20 to 05-12-20 05-12-2020		Prepared by Approved by			K.SNEHA A.SURESH	
List of requis	itions w	here DOVIVO	ng in the rep	ort": -				
Reg No.	Req I	lete PO/WO	not prepared	1 3 wor	king days after re	equisition:		
	ried I	vare be	rial no of m in Req.	Item Description		Reason for not preparing PO/WO*		
Req No.	Req I		rial no of m in Req.	Item Description		Details of discussion with supplier		
63596	20-11-	20	1-4	Wall h	ung wc	PO No. 723 on Tuesda	o. 72355 we will get it from SSLLI	
No of gate p	asses is:	sued this wee	k	Nil	From No.	1981	To No.	1982
Delivery van	site visi	it on:		Miche	d in this week 49	2.5th Decemb	the state of the s	1762
Inward repor	t (MRN	other) & sto	ck report em	ailed in	ndf format to nur	chase?	-	Yes
Inward report (MRN/other) & stock report email DC register Sl. No. during the From No.							+	
week		aring the	From No.		15475		To No.	15477
Items sent to	HO /ve	ndor that a						
Items sent to Details	1	Daniel Barre	pending for i	epair NIL				
Sign	110		t Manager /		Admin Officer/Manager		Admin Audit	
Date	110	1 05 10			snelot			
Date	05-		2020	05-12-2020				

Notes: 1.* Send a vary of the missing requisitions to Purchase immediately. 2. Send this report to parchase@modiproperties.com.

asbatya@modiproperties.com and tajkumam@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that myward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MINI 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 MIN 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 - Information for 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!

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

Company: Vil		Villa Orc	hids LLP	Dat	0		05.12	2020
			Villa Orchids			05-12-2020 X 6X/5X/4		
			1-20 to 05-12-20		pared by:	K SNEHA		
Report Date			05-12-2020		proved by:	A.SURESH		
List of requi	sitions m	umbers missi	-2020	-				
List of requi	sitions w	here portion	ng in the rep	ort -				
Reg No.	D	nere PO/WO	not prepare	d 3 wor	king days after re	quisition		
Key No.	Req I		rial no of m in Req.	Item Description		Reason for not preparing PO/WO*		
Req No.	Req I		rial no of	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 Tuesday		
No of gate passes issued this week:				02	From No.	1981	To No.	1982
Delivery va	n site visi	it on:		or printed to the second state of	ed in this week 4th	COMPANY OF THE PARTY OF THE PAR	and the same of th	1702
Inward repo	ort (MRN	other) & sto	ck report ema	ailed in	pdf format to pur	chase?	-	Yes
DC register SI. No. during the From No. week			15475			To No.	15477	
Items sent t	o HO /ver	ndor that are	pending for	repair: N	VII.			
Details	Project Manager		Admin Officer/Manager			Admin Audit		
Sign	. 1 11	· la		(nel a)			T.C.I.III TROOF	
Date	05-12-2020			05-12-2020			1	
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