

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

Company:	Villa Orchids LLP	Date:	12-12-2020
Site:	Villa Orchids	Prepared by:	K.SNEHA
Report From / to	06-12-20 to 12-12-20	Approved by:	A.SURESH
Report Date	12-12-2020		
List of requisitions numbers missing in the report*: - 63606			
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
63607	07-12-20	1-8&1-11	Wall mixture
			PO No. 72773&72776 we will get it from SLLP on Monday
63608	07-12-20	1-4	Wall hung
			PO No. 72777 we will get it from SLLP on Monday
63609	07-12-20	1	Main door Beading
			PO No. 72804 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 8th December	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	15478	To No. 15488
Items sent to HO /vendor that are pending for repair: NIL			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		<i>Sneha</i>	
Date	12-12-2020	12-12-2020	

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!