

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

Company:	Villa Orchids LLP	Date:	26-12-2020
Site:	Villa Orchids	Prepared by:	K.SNEHA
Report From / to	20-12-20 to 26-12-20	Approved by:	A.SURESH
Report Date	26-12-2020		
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
63617	23-12-20	1-2	Blue pens
			PO No. 73241 we will get it from SSLLP on Tuesday
63618	23-12-20	1-10	CPVC Pipe
			PO No. 73295 we will get it from SSLLP on Tuesday
No. of gate passes issued this week:	03	From No.	1984
		To No.	1987
Delivery van site visit on:	Visited in this week 19 th , 21 st December		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes		
DC register Sl. No. during the week	From No.	15493	To No. 15506
Items sent to HO /vondor that are pending for repair: NIL			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		<i>Sneha</i>	
Date	26-12-2020	26-12-2020	

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

Prepared by:		Keerthi			
Report Date:		26-12-2020			
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					
63608	7-12-2020	Wall hung	Stock available at SSLP	yes	

[Handwritten signature]

sneha

