

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

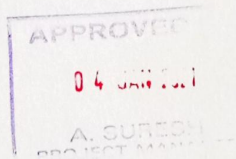
Company:	Villa Orchids LLP	Date:	04-01-2021
Site:	Villa Orchids	Prepared by:	K.SNEHA
Report From / to	27-12-21 to 02-01-21	Approved by:	A.SURESH
Report Date	04-01-2021		
List of requisitions numbers missing in the report* : -			
List of requisitions where PO/WO not prepared 3 working days after requisition:			
Req No.	Req Date	Serial no of item in Req.	Item Description
63615	18-12-20	1	Lap top bag
Req No.	Req Date	Serial no of item in Req.	Item Description
63618	23-12-20	1-10	CPVC Pipe
63620	29-12-20	1-9	CPVC plain elbow
63623	29-12-20	1-12	Lizol
Reason for not preparing PO/WO#			
Po to be issue			
Details of discussion with supplier			
PO No. 73295 we will get it from SSLLP			
PO No. 73428 we will get it from SSLLP			
PO No. 73422 we will get it from SSLLP			
No. of gate passes issued this week:		Nil	From No.
Delivery van site visit on:		Visited in this week 29 th December&2nd Jan	To No.
Inward report (MRN/other) & stock report emailed in pdf format to purchase?		Yes	
DC register Sl. No. during the week	From No.	15508	To No.
			15513
Items sent to HO /vendor that are pending for repair: NIL			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Sneha	
Date	04-01-2021	04-01-2021	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumar@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
04 JAN 2021
A. SURESH
PROJECT MANAGER

Prepared by:	Keerthi				
Report Date:	4-1-20				
Site	Villa Orchids LLP			Date:	04/01/20
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					
63617	23-12-2020	Blue pens	Stock available at SSLP	yes	
63618	23-12-2020	CPVC pipe	Stock available at SSLP	No	

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