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

Company:	Villa Orchids LLP	Date:	18-01-2021
Site:	Villa Orchids	Prepared by:	K.SNEHA
Report From / to	10-01-21 to 16-01-21	Approved by:	A.SURESH
Report Date	18-01-2021		

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	Reason for not preparing PO/WO#
63615	18-12-20	1	Lap top bag	Po to be issue

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
63627	08-01-21	1-3	Wall hung WC	PO No:73666 we will get it from SSLLP

No. of gate passes issued this week:	01	From No.	1989	To No.	1989
Delivery van site visit on:	Visited in this week 9th,11th&16th Jan				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	15517	To No.	15529	

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

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Sneha	
Date	18-01-2021	18-01-2021	

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

Sneha