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

Company	Villa Orchids LLP	Date	23-01-2021
Site	Villa Orchids	Prepared by:	K.SNEHA
Report From / to	17-01-21 to 23-01-21	Approved by:	A.SURESH
Report Date	23-01-2021		

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#
63638	20-01-21	1	Cement ppc	Po to be issue

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier
63628	09-01-21	1	MS Ladder	PO No:73705 we will get it from SSLLP
63637	15-01-21	1-3	Wall hung	PO No:73863 we will get it from SSLLP
63640	20-01-21	1-3	Fisher plug	PO No:74005 we will get it from SSLLP

No. of gate passes issued this week:	01	From No.	1990	To No.	1990
Delivery van site visit on:	Visited in this week 19th Jan				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week	From No.	15530		To No.	15537

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

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Sneha	
Date	23-01-2021	23-01-2021	

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

Sneha

Prepared by:		Keerthi			
Report Date:		22-01-2021			
Site		Villa Orchids LLP		Date: 23/01/21	
Requisition No	Requisition Date	Material Descscription	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					
63615	18-12-20	Lap top bag	Online purchase.	NO	
List of requisitions Where PO/WO is prepared and items have not been received at site					
63627	8-Jan-2021	Wall hung Wc	Partial material is delivered.Staock at SSLLP	yes	

APPROVED BY
23 JAN 2021
A. SURESH
PROJECT MANAGER

Sneha