

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

Company:	Villa Orchids LLP	Date:	27-02-2021
Site:	Villa Orchids	Prepared by:	K. SNEHA
Report From / to	21-01-21 to 27-02-21	Approved by:	A SURESH
Report Date	27-02-2021		
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#
Req No.	Req Date	Serial no of item in Req.	Item Description
			Details of discussion with supplier
63657	22-02-21	1-4&1-10	Wall mixture
			PO NO:75266&75267 we will get it from SSSLP by Monday
No. of gate passes issued this week:		Nil	From No.
Delivery van site visit on:		-	To No.
Inward report (MRN/other) & stock report emailed in pdf format to purchase?		Visited in this week 25th February	
DC register Sl. No. during the week	From No.	15574	Yes
			To No.
			15578
Items sent to HO /vendor that are pending for repair: NIL			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		<i>Sneha</i>	
Date	27-02-2021	27-02-2021	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumarn@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!

Sneha

[Signature]

APPROVED BY

27 FEB 2021

A. SURESH
PROJECT MANAGER

Prepared by:		Keerthi			
Report Date:		25-02-21			
Site		Villa Orchids LLP			Date: 27/02/21
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					

Snehal

