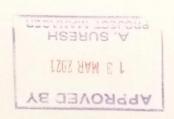
## Remarks from site on the 'Requisition by Site Report' of purchase division

Company:		Villa Orchids LLP			Date:		13-03-2021			
Site:		Villa Orchids			Prepared by:		K.SNEHA			
Report From / to		07-02-21 to 13-03-21			Approved by:		A.SURESH			
Report Date		13-03-2021								
List of requi	sitions	numbers r	nissin	ig in the repo	ort": -	-				
List of requi	sitions	where PO	/WO	not prepared	d 3 wor	rking days after requ				
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			
-	-	-		-	-		-			
No. of gate passes issued this week:				Nil	From No.	-	To No.	-		
Delivery va					Visit	ed in this week 6th N	1arch			
Inward report (MRN/other) & stock report ema					ailed in pdf format to purchase?				Yes	
DC register Sl. No. during the From No. week			15587			To No.	15588			
Items sent to	o HO /s	vendor tha	t are	pending for	repair:	NIL				
Details			roject Manager /		Admin Officer/Manager		Admin Audit			
Sign	1					Snelat				
Date	Date 13-0		-03-2	021	13-03-202					

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <u>purchase@modiproperties.com</u>, <u>ashaiya@modiproperties.com</u> and <u>rajkumarn@modiproperties.com</u> 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!



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