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

Company:	Silver oak villas LLP	Date:	29.02.2020
Site:	Silver Oak Villas	Prepared by:	R Sanjay Kumar
Report From / To	21.02.20 to 28.02.20 (Fri to Sat)	Approved by:	K Purshotham
Report Date	29.02.2020		

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#
155198	21.11.19	1	Diesel Barrel	
155371	31.01.2020	1 to 9	Swimming pool matrial	

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier$
155244	13.12.19	1 to 3	Ultra Sprinkler HL 120 Box	Supplier is arranging for materia1
155355	22.01.2020	1 to 38	CPVCMaterial 50 % Balance	Supplier is arranging for materia1
155338	25.01.2020	1 and 2	Door Beeding	Supplier is arranging for materia1
155353	27.01.2020	1 and 2	Tandoor Stone	Supplier is arranging for materia1
155357	27.01.2020	1 to 3	Bathroom Tiles	Supplier is arranging for materia1
155380	04.02.2020	1 to 38	CPVC matrial 90% balance	Supplier is arranging for materia1
155399	07.02.2020	1 to 12	Electrical wires 20 % balance	Supplier is arranging for materia1
155404	07.02.2020	1	SS Letters	Supplier is arranging for materia1
155409	08.02.2020	1	Vertified tiles	Supplier is arranging for materia1
155423	14.02.2020	1	Pump starter	Supplier is arranging for materia1
155426	14.02.2020	9 to 16	CP Material	Supplier is arranging for materia1
155429	15.02.2020	1 to 3	Electrical wires	Supplier is arranging for materia1
155430	15.02.2020	1 to 2	Roof tiles	Supplier is arranging for materia1
155435	17.02.2020	1	SS Sink 05 Balance	Supplier is arranging for materia1
155436	19.02.2020	1 to 24	Electrical switches	Supplier is arranging for materia1
155442	20.02.2020	1	Modular Sockets 15 Amps	Supplier is arranging for materia1
155443	19.02.2020	1	Silver oak plants	Supplier is arranging for materia1
155445	20.02.2020	1 to 17	CPVC matrial balance	Supplier is arranging for materia1
155446	20.02.2020	1 to 5	Plumbing material	Supplier is arranging for materia1

No. of gate passes issued this week:	3	From No.	13654	To No.	13656
Delivery van site visit on:	22nd Holiday, 23rd Sunday,24th,26th at Sov site, 27th krishna leave				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
DC register Sl. No. during the week	From No.	12664	To No.	12714	

Items not ordered but received: Nil

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

Other corrections & remarks: Nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[signature] 29/02/2020	B. Murali	
Date		29/2/20.	

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,