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

Company:	Silver oak villas LLP	Date:	21.03.2020
Site:	Silver Oak Villas	Prepared by:	G.Mona
Report From / To	15.03.20 to 21.03.20 (Fri to Sat)	Approved by:	K Purshotham
Report Date	21.03.2020		

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	

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$
155357	27.01.2020	1 to 3	Bathroom Tiles	Supplier is arranging for material
155399	07.02.2020	1 to 12	Electrical wires 1/18 black 4 bundles balance	Supplier is arranging for material
155409	08.02.2020	1	Vertified tiles 80% balance	Supplier is arranging for material
155417	13.02.2020	1 and 2	Bottle green kerb sheets	Supplier is arranging for material
155418	13.02.2020	1	Korean carpet grass	Supplier is arranging for material
155426	14.02.2020	9 to 16	CP Material 50% balance	Supplier is arranging for material
155441	19.02.2020	1 to 2	Fishers and sponges balance	Supplier is arranging for material
155445	20.02.2020	1 to 17	CPVC 25 % matrial balance	Supplier is arranging for material
155556	24.02.2020	1 to 6	SS Number plate for villas	Supplier is arranging for material
155568	28.02.2020	1 to 9	Panel doors	Supplier is arranging for material
155578	29.02.2020	1 to 24	Switches balance	Supplier is arranging for material
155588	05.03.20	1 to 9	WPC panel doors	Supplier is arranging for material
155590	06.03.20	1 to 29	FP Isolater balance	Supplier is arranging for material
155591	06.03.20	1 to 12	Electrical wire	Supplier is arranging for material
155596	07.03.20	1 to 8	Haksaw blades balance	Supplier is arranging for material
155597	11.03.20	1 to 14	Canto almond tiles balance	Supplier is arranging for material
155598	13.03.20	1 to 2	Wall hanging lights with LED bulbs balance	Supplier is arranging for material
155599	12.03.20	1 to12	Open well submersible pump	Supplier is arranging for material
155601	12.03.20	1 to 5	Brass MTEE and NRV balance	Supplier is arranging for material
155602	14.03.20	1 to 3	NIREM plants balance	Supplier is arranging for material
155603	14.03.20	1	Pen Drives balance	Supplier is arranging for material

No. of gate passes issued this week:	3	From No.	13662	To No.	13664
Delivery van site visit on:	16.03.20(mon:sov),17.03.20(tue:half day sov and half day vista),18.03.20(wed:agh qc checking),19.03.20(thurs:He is on leave),20.03.20(fri: sov),21.03.20(sat:vista)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No		
DC register Sl. No. during the week	From No.	12775	To No.	12813	
Items not ordered but received:	Nil				
Items sent to HO /vendor that are pending for repair:					
Other corrections & remarks: Nil					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		B. Meenakshi 21/3/20	