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

Company:	Silver oak villas LLP	Date:	07.03.2020
Site:	Silver Oak Villas	Prepared by:	G.Mona
Report From / To	28.02.20 to 07.03.20 (Fri to Sat)	Approved by:	K Purshotham
Report Date	07.03.2020		

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	
155371	31.01.2020	1 to 9	Swimming pool matrial	
155573	28.02.2020	1	FRP Pipe	
155574	28.02.2020	1 to 2	LED bulbs	

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 material
155338	25.01.2020	1 and 2	Door Beeding 30% balance	Supplier is arranging for material
155353	27.01.2020	1 and 2	Tandoor Stone 20% balance	Supplier is arranging for material
155357	27.01.2020	1 to 3	Bathroom Tiles	Supplier is arranging for material
155399	07.02.2020	1 to 12	Electrical wires 20 % balance	Supplier is arranging for material
155409	08.02.2020	1	Vertified tiles	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
155429	15.02.2020	1 to 3	Electrical wires 20% balance	Supplier is arranging for material
155430	15.02.2020	1 to 2	Roof tiles	Supplier is arranging for material
155445	20.02.2020	1 to 17	CPVC matrial balance	Supplier is arranging for material
155446	20.02.2020	1 to 5	Plumbing material	Supplier is arranging for material
155556	24.02.2020	1 to 6	SS Number plate for villas	Supplier is arranging for material
155562	26.02.2020	1 to 13	Electrical Wires	Supplier is arranging for material
155576	29.02.202	1 to 13	Electrical Wires	Supplier is arranging for material

No. of gate passes issued this week:	1	From No.	13656	To No.	13657
Delivery van site visit on:	02.03.20 ,07.02.20,04.03.20 (wednesday agh)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
DC register Sl. No. during the week	From No.	12715	To No.	12741	
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	
Date		7/3/20	

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, 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!