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

Company:	Silver oak villas LLP	Date:	29.11.19
Site:	Silver Oak Villas	Prepared by:	R.Sanjay Kumar
Report From / To	01.04.19 to 29.11.2019	Approved by:	K Purshotham
Report Date	29.11.19		

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#
15556	12.11.19	1	SS Letters With logo	
155162	15.11.19	2	Nut bolts with washers	
155190	20.11.19	1	Diesel Cans	
155192	20.11.19	1	Polished Tandoor Stones	

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$
67677	22.03.19	1	Lift	Supplier is arranging for material
155053	07.10.19	1 to 5	Door Frames	Supplier is arranging for material
155066	14.10.19	1 to 31	Plants	Supplier is arranging for material
155133	04.11.19	7	Sintex Box 10 Balance	Material not available at site
155152	11.11.19	1	Water tanks 50% Balance	Supplier is arranging for material
155153	11.11.19	6 33	CPVC Union 32mm 22 Nos Balance Tefflon Tapes	Supplier is arranging for material
155181	16.11.19	1	WPC Panel door	Supplier is arranging for material
155190	20.11.19	1	Diesel	Supplier is arranging for material
155193	20.11.19	3	A4 Sheet Protector	Supplier is arranging for material

No. of gate passes issued this week:	03	From No.	13455	To No.	13461
Delivery van site visit on: s8	29.11.19 17.30				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
DC register Sl. No. during the week	From No.	11905	To No.	12000	
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			
Date	29/11/19	29/11/19	

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!