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

Company:	Silver oak villas LLP	Date:	19.10.19
Site:	Silver Oak Villas	Prepared by:	R.Sanjay Kumar
Report From / To	01.04.19 to 19.10.2019	Approved by:	K Purshotham
Report Date	19.10.19		

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#
Nil	Nil	Nil	Nil	Nil

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
67921	01.08.19	1 to 7	Sliding window	Supplier is arranging for material
67922	01.08.19	1 & 2	Openable windows	Supplier is arranging for material
155029	28.09.19	4 to 9	Washers & J Bolts	Supplier is arranging for material
155033	28.09.19	1 to 6	Sanitary material	Supplier is arranging for material
155036	28.09.19	3 & 4	RCC Man holes & Cover	Supplier is arranging for material

No. of gate passes issued this week:	1	From No.	7739	To No.	7739
Delivery van site visit on:	19-10-2019 17.30 Hrs				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No		
DC register Sl. No. during the week	From No.	11753	To No.	11784	
Items not ordered but received:	Nil				
Items sent to HO /vendor that are pending for repair: Nil					
Other corrections & remarks: Nil					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	18.10.19	18.10.19.	

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!