

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

Company:	Silver oak villas LLP	Date:	05.10.19			
Site:	Silver Oak Villas	Prepared by:	R.Sanjay Kumar			
Report From / To	01.04.19 to 05.10.2019	Approved by:	K Purshotham			
Report Date	05.10.19					
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 [#]		
67962	28.08.19	1 to 4	Wifi Cameras	Po Not Prepared		
67964	28.08.19	1	Jio Modem	Po Not Prepared		
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		
67890	19.07.19	1	Tandoor stone	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		
67927	03.08.19	1	Tree Guards	05 Balance		
67949	20.08.19	1 2 3 8 6	Copper Plates GI Pipe Bentonite Powder 40 amps FP Isolator Tube light	Supplier is arranging for materia		
67963	28.08.19	1	Aluminium ladders	Supplier is arranging for material		
67986	10.09.19	1 to 5	Macherla stones	Supplier not reachable		
68000	16.09.19	1 to 9 & 11	Stationary Material	Material not available at sslip		
155011	21.09.19	1 to 10	General Material	Material not available at sslip		
155012	21.09.19	1 to 4	Janta Paste & Araldite	Material not available at sslip		
155020	25.09.19	1 to 3	8 Way DB Box 4 Pole Isolator 16 Amps MCB Fishers 6mm	Supplier is arranging for material		
155025	26.09.19	1	Dome Lights	Supplier is arranging for material		
No. of gate passes issued this week:		1	From No.	7735	To No.	7736
Delivery van site visit on:		28-09-2019 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.	11698	To No.	11717n	
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			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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!