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

Company:	Silver oak villas LLP			Date:	26.10.19	
Site:	Silver Oak Villas			Prepared by:	R.Sanjay Kumar	
Report From / To	01.04.19 to 26.10.2019			Approved by:	K Purshotham	
Report Date	26.10.19					
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#	
155090	18.10.19	1	Fruit Packing cover		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	
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	
155023	26.09.19	1	Boom Barrier		Supplier is arranging for material	
155039	30.09.19	2	MS Flat Patti		Supplier Not Responding	
155048	05.10.19	6 & 7	DB Box		04 No Balance	
155049	07.10.19	1 6	Mophing stic Odonil		05 Balance 10 Balance	
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	
155071	14.10.19	1 to 3	Aldrop & Tower Bolt		Supplier is arranging for material	
155074	15.10.19	1 & 2	Safety shoes & Glosses		Supplier is arranging for material	
155091	18.10.19	1	Sintex DB Box		No stock at supplier	
No. of gate passes issued this week:			1	From No.	7741	To No. 7742
Delivery van site visit on:			26-10-2019 16.30 Hrs			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes / No	
DC register Sl. No. during the week		From No.	11785		To No.	11819
Items not ordered but received: Nil						
Items sent to HO /vendor that are pending for repair: bore submercible pump & Starters for svr pumps						
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 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!