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

Company:	Silver oak villas LLP	Date:	18.01.2020
Site:	Silver Oak Villas	Prepared by:	R Sanjay Kumar
Report From / To	01.04.19 to 18.01.2020	Approved by:	K Purshotham
Report Date	18.01.2020		

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#
155190	20.11.19	1	Diesel Cans	
155198	21.11.19	1	Diesel Barrel	

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$
155186	19.11.19	1	FRP Pipes	Supplier is arranging for material
155236	10.12.19	2 7	1/ 18 Yellow wire 02 Nos Balance 3/20 Black wire 01 Balancee	Supplier is arranging for material
155239	11.12.19	3	Ultra Sprinkler HL Tiles	Supplier is arranging for material
155244	13.12.19	1 to 3	Tiles 50 % Balance	Supplier is arranging for material
155248	14.12.19	1	GI Chain	Supplier is arranging for material
155281	27.12.19	49	PVC Material water tanks	Supplier is arranging for material
155289	31.12.19	1 to 33	PVC Material 50 Balance%	Supplier is arranging for material
155295	31.12.19	1	Urinal sensors and concealed fluush tank	Supplier is arranging for material

No. of gate passes issued this week:	05	From No.	13485	To No.	13489
Delivery van site visit on:	18.01.2020 15.00 hrs				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
DC register Sl. No. during the week	From No.	12184	To No.	12223	
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	11/01/2020		
Date	11/01	18/01/20	

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!