

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

Company:	Silver oak villas LLP	Date:	07.09.19	
Site:	Silver Oak Villas	Prepared by:	R.Sanjay Kumar	
Report From / To	01.04.19 to 07.09.2019	Approved by:	K Purshotham	
Report Date	07.09.19			
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#
67936	08.08.19	2	Plastic bread Boxes	Po Not Prepared
67937	10.08.19	2	Pen drive	Po Not Prepared
67960	27.08.19	1	Breath Analysier	Po Not Prepared
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 ^s
67443	20.10.18	1	Lift	Work under process
67677	22.03.19	1	Lift	Work under process
67908	27.07.19	1	Sintex DB Box	No Stock at supplier
67920	01.08.19	1	CC Hume Pipes (220 Nos Balance out of 330nos)	No Stock at supplier
67921	01.08.19	1 to 7	Alluminium Windows	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
67936	08.08.19	2 & 3	Plastic Bread boxes Blue carbon	Material not available at SLLP
67938	10.08.19	1 5 7	A4 Paper Bundle Stapler pins big Abro Tape	04 Pkts Balance No stock at sslp No stock at sslp
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
67950	20.08.19	1 2 3 4	Engineers Elements Vistor Elements Stickers with logo Water proof stickers	Material not available at SLLP
67963	28.08.19	1	Aluminium ladders	Supplier is arranging for material
No. of gate passes issued this week:		01	From No.	7226 To No. 7229
Delivery van site visit on:		03-09-2019 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.	11594	To No.	11606
Items not ordered but received:		Nil		
Items sent to HO / vendor that are pending for repair: 7726 Cubes testing purpose 7727 Earth compac machine , 7728 UPS Return to Ho not working & 7228 Visitor Chairs Return to Ho 02 Nos				
Other corrections & remarks: Nil				
Details	Project Manager		Admin Officer/Manager	Admin Audit
Sign	Suman			
Date	7/9/19		7/9/19	