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

Company:	Silver oak villas LLP	Date:	03.09.19
Site:	Silver Oak Villas	Prepared by:	R.Sanjay Kumar
Report From / To	01.04.19 to 03.09.2019	Approved by:	K Purshotham
Report Date	03.09.19		

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

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$
67443	20.10.18	1	Lift	Work under process
67677	22.03.19	1	Lift	Work under process
67820	15.06.19	1	Printer	No stock at SSLLP
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
67927	03.08.19	1	Tree Guards	05 Balance
67936	08.08.19	3	Blue carbon	
67938	10.08.19	1 5 7	A4 Paper Bundle Stapler pins big Abro Tape	04 Pkts Balance No stock at ssllp No stock at ssllp
67949	20.08.19	1 to5 & 6 & 8	Earthing matetial	Supplier is arranging for materia
67951	20.08.19	1	Lappam Bags 05 Balance	No Stock available at ssllp
67956	22.08.19	1	Lappam bags 40 bags	No Stock available at ssllp
67958	23.08.19	1	Roff concrete cladding	15 Bags Balance
67960	27.08.19	1	Breath Analysier	On line purchase

No. of gate passes issued this week:	01	From No.	7225	To No.	7225
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.	11550	To No.	11593	
Items not ordered but received:	Nil				

Items sent to HO /vendor that are pending for repair: 7225 Printer Sent to repair for ho

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!