

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

Company:	Silver oak villas LLP	Date:	03.08.19
Site:	Silver Oak Villas	Prepared by:	R.Sanjay Kumar
Report From / To	01.04.19 to 03.08.2019	Approved by:	K Purshotham
Report Date	03.08.19		
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		Item Description
67870	02.07.19	2	Executive Bags
			Reason for not preparing PO/WO#
			Online purchase
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
67443	20.10.18	1	Lift
67677	22.03.19	1	Lift
67710	16.04.19	1	Utility floor tiles Part Material balance
67738	30.04.19	1 & 2	Utility tiles
67820	15.06.19	1	Printer
		Details of discussion with supplier ^s	
		Work under process	
		Work under process	
		Purchase vehicle delay we will pick on monday	
		Material not available at sslp & B&C	
		No stock at SSLLP	
No. of gate passes issued this week:		01	From No. 7716 To No. 7716
Delivery van site visit on:		03-08-2019 16.00 Hrs	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No
DC register Sl. No. during the week	From No.	11480	To No. 11496
Items not ordered but received:		Nil	
Items sent to HO /vendor that are pending for repair: Nil			
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!