

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

Company:	Silver oak villas LLP	Date:	13.07.19	
Site:	Silver Oak Villas	Prepared by:	R.Sanjay Kumar	
Report From / To	01.04.19 to 13.07.2019	Approved by:	K Purshotham	
Report Date	13.07.19			
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#
67701	05.04.19	3	GI Sheets	Hold by md
67812	12.06.19	1	Richo Cartridge	Requisition send to md approval
67820	15.06.19	1	Printer	Requisition send to md approval
67846	25.06.19	1 & 2	Roller Blinds	Rates to be finalize byMD
67849	27.06.19	1	Laptop	PO to be prepare
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
67710	16.04.19	1	Utility floor tiles Part Material balance	Material not available at sslp & B&C
67738	30.04.19	1 & 2	Utility tiles	Material not available at sslp & B&C
67791	01.06.19	1	SOV Flat files 170 Files balance	Supplier is arranging for material
67798	04.06.19	1	Gokul starter 05 HP 01 No	Purchase assistant delay
67819	15.06.19	1 & 2	Lap top	Supplier is arranging for material
67826	18.06.19	1	PVC Single socket pipe 20 Balance	Material not available at sslp
		5	PVC Single socket pipe 3"20 balance	
		6	PVC Plain tee 20 Nos Balance	
67835	19.06.19	1	Mono block pump	Purchase assistant delay
67836	19.06.19	1	Tenax cream & white local purchase	Purchase assistant delay
67845	19.06.19	2	Water bottles	Supplier is arranging for material
No. of gate passes issued this week:		03	From No.	11200 To No. 7702
Delivery van site visit on:		13-07-2019 16.00 Hrs		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
Items not ordered but received: 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!