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

Company:	Silver oak villas LLP	Date:	31-05-2019
Site:	Silver Oak Villas	Prepared by:	R.Sanjay Kumar
Report From / To	20.02.19 to 31.05.2019	Approved by:	Balamurali Krishna
Report Date	31.05.19		

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	Supplier is arranging for material

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 ssllp & B&C
67723	23.04.19	18 & 30	CPVC clamps & Fta 3/4"	Supplier is arranging for material
67738	30.04.19	1 & 2	Utility tiles	Supplier is arranging for material
67724	23.04.19	1	Ultra sprinkler dark	Material not available at ssllp & B&C
67756	08.05.19	1	Gokul starter	Purchase asst delay material ready with supplier
67760	09.05.19	1	PVC Single socket pipe	30 Balance not available at ssllp

No. of gate passes issued this week:	04	From No.	11185	To No.	11188
Delivery van site visit on:	30-05-2019 11.30 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 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!