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

Company:	Silver oak villas LLP	Date:	15.06.19
Site:	Silver Oak Villas	Prepared by:	R.Sanjay Kumar
Report From / To	01.04.19 to 15.06.2019	Approved by:	K Purshotham
Report Date	15.06.19		

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
67773	15.05.19	1	Shera boards 600 sft	Draft to 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 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	Material not available at ssllp & B&C
67788	31.05.19	1 & 2	Godrej dead lock & Handles	Purchase assistant delay
67791	01.06.19	1	SOV Flat files	Supplier is arranging for material
67796	04.06.19	1	Door Mats 4x2	Material not available at ssllp

No. of gate passes issued this week:	02	From No.	11189	To No.	11190
Delivery van site visit on:	15-06-2019 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 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!