

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

Company:	Silver oak villas LLP	Date:	21.06.19		
Site:	Silver Oak Villas	Prepared by:	R.Sanjay Kumar		
Report From / To	01.04.19 to 21.06.2019	Approved by:	K Purshotham		
Report Date	21.06.19				
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	Hold by md	
67812	12.06.19	1	Richo Cartridge	Requisition send to md approval	
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	Supplier is arranging for material	
67795	04.06.19	7	DB Change over box	Material not available at sslp	
67796	04.06.19	1	Door Mats 4x2	Material not available at sslp	
67816	12.06.19	1 to 4	Drill machine & Bits	Purchase assistant delay	
67819	15.06.19	1 & 2	Lap top & Router	Supplier is arranging for material	
No. of gate passes issued this week:	06	From No.	11190	To No.	11196
Delivery van site visit on:	21-06-2019 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](mailto:purchase@modiproperties.com), [ashaiya@modiproperties.com](mailto:ashaiya@modiproperties.com) and [rajumarn@modiproperties.com](mailto: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!