

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

Company:	Silver oak villas LLP	Date:	29.06.19			
Site:	Silver Oak Villas	Prepared by:	R.Sanjay Kumar			
Report From / To	01.04.19 to 29.06.2019	Approved by:	K Purshotham			
Report Date	29.06.19					
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		
67820	15.06.19	1	Printer	Requisition send to md approval		
67822	15.06.19	1	Grey color laminate	Po to be issue		
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		
67795	04.06.19	7	DB Change over box	Material not available at sslp		
67796	04.06.19	1	Door Mats 4x2 02 nos balance	Material not available at sslp		
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 5 6	PVC Single socket pipe 20 Balance PVC Single socket pipe 3"20 balance PVC Plain tee 20 Nos Balance	Material not available at sslp		
67835	19.06.19	1	Mono block pump	Purchase assistant delay		
67836	19.06.19	1	Tenax cream & white local purchase	Purchase assistant delay		
67840	21.06.19	1 to 3	Internal door beeding	Supplier is arranging for material		
No. of gate passes issued this week:		Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:		29-06-2019 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 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!

