

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

Company:	Silver oak villas LLP	Date:	04-05-2019	
Site:	Silver Oak Villas	Prepared by:	R.Sanjay Kumar	
Report From / To	20.02.19 to 04.05.2019	Approved by:	Balamurali Krishna	
Report Date	04.05.19			
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#
Nil	Nil	Nil	Nil	Nil
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	Technical persons visit on Monday and clarify 06.05.19
67654	12.03.19	1	PVC Water tanker	Monday delivery
67692	01.04.19	1 to 24	CPVC Material	Material not available at SSLLP
67693	01.04.19	1 to 5	CPVC Material Partly material delivered	Material not available at SSLLP
67701	05.04.19	3	GI Sheets	Supplier is arranging for material
67707	10.04.19	10	Door mats	Supplier is arranging for material
67708	12.04.19	1 to 11	Electrical pvc items	Supplier is arranging for material
67710	12.04.19	1 to 4	Country Rosso tiles Partly delivered	Balance on Monday delivery
No. of gate passes issued this week:		01	From No.	11175 To No. 11175
Delivery van site visit on:		04-05-2019 11.00 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!