

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

Company:	Silver oak villas LLP	Date:	11-05-2019		
Site:	Silver Oak Villas	Prepared by:	R.Sanjay Kumar		
Report From / To	20.02.19 to 11.05.2019	Approved by:	Balamurali Krishna		
Report Date	11.05.19				
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	Work under process	
67654	12.03.19	1	PVC Water tanker	Monday delivery	
67692	01.04.19	1 to 24	CPVC Material	Material not available at SLLP	
67701	05.04.19	3	GI Sheets	Supplier is arranging for material	
67708	12.04.19	6 7	Metal boxes 2way 40 balance DB Box 3phase 05 no balance	Material not available at SLLP	
67710	12.04.19	1 to 4	Country Rosso tiles Partly delivered	Balance on Monday delivery	
67714	13.04.19	3 2 23	Pvc bend plain 3" PVC Pipe Fishers 6mm	Supplier is arranging for material	
67717	19.04.19	1 to 7	General Items	Supplier is arranging for material	
67723	23.04.19	1 to 37	CPVC Material	Supplier is arranging for material	
No. of gate passes issued this week:	03	From No.	11176	To No.	11178
Delivery van site visit on:	11-05-2019 17.55 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!