

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

Company:	Silver oak villas LLP	Date:	20.04.2019
Site:	Silver Oak Villas	Prepared by:	Sanjay
Report From / To	20.02.19 to 20.04.2019	Approved by:	K.Purshotham
Report Date	24.04.19		
List of requisitions numbers missing in the report*:			
Req No.	Req Date	Serial no of item in Req.	Item Description
-	-	-	-
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#			
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:			
67654	12.03.19	1	Water tanks 500 ltrs
67691	30.03.19	1 to 14	Cu-multistand wire 1/18 and 7/20
67666	19.03.19	6-7	Cpvc union 1 1/4 Cpvc coupling 3/4
67694	02.04.19	1	Sheet metal screws
67692	01.04.19	1-37	Cpvc material
67641	08.03.19	1	CC pipes
67433	20.10.18	1	Lift
67698	02.04.19	1 & 2	Curring log sheets
67703	08.04.19	1	Shera Board
No. of gate passes issued this week:		Nil	From No. Nil To No. Nil
Delivery van site visit on:			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No
Items not ordered but received:			
Other corrections & remarks:			
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!