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

Company:	Silver oak villas LLP	Date:	17-05-2019
Site:	Silver Oak Villas	Prepared by:	R.Sanjay Kumar
Report From / To	20.02.19 to 17.05.2019	Approved by:	Balamurali Krishna
Report Date	18.05.19		

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#
67701	05.04.19	3	GI Sheets	Supplier is arranging for material

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
67692	01.04.19	28 06 27	Cpvc fta 32mm 08 balance Cpvc union 32mm 3 balance Cpvc reducer 32mm x 3/4 04 nos	Material not available at SSLLP
67711	12.04.19	1	Oscar blue	Monday we will pick up from B N C
67710	12.04.19	1 to 4	Country Rosso tiles Partly delivered	Balance on Monday delivery
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
67736	30.04.19	1	Executive bags for qc team	Online purchase

No. of gate passes issued this week:	03	From No.	11181	To No.	11184

Delivery van site visit on: 17-05-2019 17.30 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		18/5/19	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@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!