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

Company:	Silver oak villas LLP	Date:	13.12.19
Site:	Silver Oak Villas	Prepared by:	E.Sailaja
Report From / To	01.04.19 to 13.12.2019	Approved by:	K Purshotham
Report Date	13.12.19		

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#
155190	20.11.19	1	Diesel Cans	
155192	20.11.19	2	Marwada Marble	
155198	21.11.19	1	Diesel Barrel	

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$
155152	11.11.19	1	Water tanks 06 No Balance	Supplier is arranging for material
155156	12.11.19	1	SS Letters With logo	Supplier is arranging for material
155186	19.11.19	1	FRP Pipes	Supplier is arranging for material
155187	19.11.19	1	PVC Edge Beading	Supplier is arranging for material
15589	20.11.19	1	Memory cards	Supplier is arranging for material
155193	20.11.19	3	A4 Sheet Protector	Supplier is arranging for material
155211	29.11.19	1 to 32	PVC Material	Supplier is arranging for material
155214	29.11.19	1	Cameras	Supplier is arranging for material
155220	04.12.19	1	CPVC Pipes 15 Balance	Supplier is arranging for material
155221	04.12.19	1,2,18 & 21	PVC Material	Supplier is arranging for material
155224	07.12.19	1 to 4	Gazette Plattes & Bolts	Supplier is arranging for material
155231	10.12.19	1	Sewage Pump	Supplier is arranging for material
155236	10.12.19	2,6,8	Electrical wire Balance	Material not available at SSLLP
155237	10.12.19	1 & 2	MS Sheet & L Angle	Supplier is arranging for material
155239	11.12.19	3	Ultra Sprinkler HL	Material not available at SSLLP
155245	13.12.19	1	Gate Lights 10 Balance	Material not available at SSLLP

No. of gate passes issued this week:	03	From No.	13469	To No.	13472
Delivery van site visit on: s8	20.12.19				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
DC register Sl. No. during the week	From No.	12063	To No.	12104	
Items not ordered but received:	Nil				
Items sent to HO /vendor that are pending for repair:					
Other corrections & remarks: Nil					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[signature]	[signature]	
Date	[illegible]/12/19	20/12/19	

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!