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

Company:	Silver oak villas LLP	Date:	17.08.19
Site:	Silver Oak Villas	Prepared by:	R.Sanjay Kumar
Report From / To	01.04.19 to 17.08.2019	Approved by:	K Purshotham
Report Date	17.08.19		

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		Item Description	Reason for not preparing PO/WO#
67870	02.07.19	2	Executive Bags	Online purchase

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
67677	22.03.19	1	Lift	Work under process
67820	15.06.19	1	Printer	No stock at SSLLP
67892	23.07.19	1	Lobby Chair	Purchase vehicle delay
67908	27.07.19	1	Sintex DB Box	No Stock at supplier
67902	01.08.19	1	CC Hume Pipes (220 Nos Balance out of 330nos)	No Stock at supplier
67921	01.08.19	1 to 7	Alluminium Windows	Supplier is arranging for material
67927	03.08.19	1	Tree Guards	Not available at SSLLP
67926	03.08.19	1 & 2	Carpet grass & Silver oak plants	Supplier not lifting the mobil
67935	03.08.19	1	Altek lappam	Material not available at SSLLP
67942	12.08.19	1 to 24	Electrical Switches	Monday delivery due to purchase vehicle delay

No. of gate passes issued this week:	02	From No.	7220	To No.	7221
Delivery van site visit on:	17-08-2019 16.00 Hrs				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
DC register Sl. No. during the week	From No.	11498	To No.	12068	
Items not ordered but received:	Nil				
Items sent to HO /vendor that are pending for repair: Nil					
Other corrections & remarks: Nil					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	19/8/19	17/8/19	

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!