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

Company:	SILVER OAK VILLAS -LLP	Date:	09-06-2018
Site:	SOV - LLP	Prepared by:	M.MAHESH
Report From / To	01-01-2018 TO 09-06-2018	Approved by:	K.PURSHOTHAM
Report Date	09-06-2018		

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	Remarks
67267	16-05-18	1-7	Soft Drinks	PO is Not racing

List of requisitions where 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 quantity not received
67269	16-05-18	1-1	Floor mats	Purchase-Asst have to coordinate with supplier.He is ready to issue the mats
67270	18-05-18	1-1	Vitrified tiles	Supplier is going to deliver the stock by Monday Morning (June 11th).
67282	25-05-18	1-4	Door frames	Pandu ranga supplier is going to deliver on Monday & remaining at SSLLP
67284	04-06-18	1-5	Steel items	I spoke to Supplier as he conveyed me delivering the material on June 14th.

Details of pending installation beyond due date of modular kitchen, furniture & soft furnishings#:

Req No	Flat/ Villa No	Installation due date	Item	Remarks

No. of gate passes issued this week:	0	From No.	NIL	To No.	NIL

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 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!

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