

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

Company:	SILVER OAK VILLAS-LLP		Date:	02-12-17
Site:	SOV-LLP		Prepared by:	M MAHESH
Report From / To	01-01-17 TO 02-12-17		Approved by:	K PURSOTHAM
Report Date	02-12-17			
List of requisitions numbers missing in the report * : 67133,				
List of requisitions where PO/WO not prepared 3 working days after requisition:				
Req No.	Req Date		Item Description	Remarks
67133	24-11-17	1-10	Office stationery	Requisition is under missing & PO to be raise.
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
67119	23-10-17	1	NEW PRINTER CATRIDGES	Material reached at HO – purchase dept.
67120	26-10-17	1-8	1. L bend lock Patti 2. Anchor bolt pin type 3. Round plates 3” 4. Gate hinges-10”	Local purchase material it’s going to delivered on Monday by our
67125	10-11-17	1-5	Templates	Fabrication work done & power coating work under process. it will be delivered by Tuesday or Wednesday.
67131	23-11-17	1-2	Gampas & pastic ropes	Material is ready with supplier our purchase executive have receive the material
67132	24-11-17	1-10	Office stationery	Material is ready with supplier our purchase executive have receive the material
67133	24-11-17	1-10	Office stationery	Jai sir cancelled Add gel pens for QC – dept . but for remaining things raise the PO
67134	24-11-17	1-10	Housekeeping material	Material is ready with supplier our purchase executive have receive the material
67135	24-11-17	1-6	Housekeeping material	Material is ready with supplier our purchase executive have receive the material
67136	24-11-17	1-2	Coffee & Tea powder	Supplier sent the material to HO
67137	24-11-17	1-4	PC - Accessories	Sys-Sunil is going to send the material in next week . due to insufficient funds in Happay card.
67138	25-11-17	1-6	Office stationery	Material is ready with supplier our purchase executive have receive the material
67140	28-11-17	1-2	MS Sheets	Supplier have not received mail regarding PO- again we use to send
67142	29-11-17	1	Silver oak plants	Supplier is getting the material on Monday.
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:			Nil / 5	From No.	6594	To No.	6600
				New book	6901	To No.	6914
Delivery van site visit on:			01-12-17				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?						Yes / No	
Items not ordered but received:							
Other corrections & remarks:							

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. # Details of furniture not received to be given in the previous section. 3. Send this report to HO by email on every Saturday. 4. Admin offices shall not leave the site without completing this report. 5. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 6. Mention PO & MRN no. on DCs / bills.