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

Company: SILVER OAK VILLAS-LLP Date: 16-12-17 Site: SOV-LLP Prepared by: M MAHESH Report From / To 01-01-17 TO 16-12-17 Approved by: K PURSHOTHAM Report From / To 16-12-17 Approved by:											
Report Date 16-12-17 Approved by: K PURSHOTHAM					Date:						
Report 16-12-17 List of requisitions where PO/WO not prepared 3 working days after requisition: Req No. Req Date Item Description Remarks						Prepared by:		M MAHESH			
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5. Mention PO & MRN n Con DC: 4 bills 6. Report to be signed by Admin manager & Project manager at site and find at site. 7. #Suggested

Admin. Officer SILVER OAK VILLAS LLP

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!