

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

Company:	SILVER OAK VILLAS-LLP		Date:	09-03-2018
Site:	SOV-LLP		Prepared by:	M MAHESH
Report From / To	01-01-2018 TO 09-03-2018		Approved by:	K PURSOTHAM
Report Date	09-03-2018			
List of requisitions numbers missing in the report :				
List of requisitions where PO/WO not prepared 3 working days after requisition: 67192 & 90713				
Req No.	Req Date		Item Description	Remarks
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
67171	12-02-18	4,5,8	surf Detergent powder and Pinoil & Colin	AT SLLP NO STOCK
67172	12-02-18	3,4	YELLOW CLOTH & WHITE CLOTH	Material is ready with supplier going to supply the material on tomorrow
67173	12-02-18	1-6	Office stationary	AT SLLP NO STOCK
67179	19-02-18	1-12	Bathroom tiles	Material is ready with supplier going to supply the material on tomorrow
67184	28-02-18	1-7	Steel	Material is ready with supplier supply the material on two three days only
67184	28-02-18	1	Binding wire	Material is ready with supplier purchase-Asst Have to receive the material
67186	28-02-18	1-3	Buckets & black curing pipe	Material is ready with supplier going to supply the material on tomorrow
67186	28-02-18	1	Thermocol	Material is ready with supplier purchase-Asst Have to receive the material
67187	01-03-18	1	MS Flat Patti	Material is ready with supplier purchase-Asst Have to receive the material
67189	05-03-18	1	Perforated Sheet	Material is ready with supplier purchase-Asst Have to receive the material
67191	07-03-18	1	Aluminium Cable	Material is ready with supplier going to supply the material on Tomorrow

90710	05-03-18	1-17	Plumbing material	Material is ready with supplier supply the material on two three days only
90711	5-03-18	1-2	Plumbing material	Material is ready with supplier purchase-Asst Have to receive the material
90712	5-03-18	1-6	Pedestal wash basin & wall hung	Material is ready with supplier purchase-Asst Have to receive the material
90714	5-03-18	1	Sink	Material is ready with supplier going to supply the material on tomorrow

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 rajumarn@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!