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

Company:	SILVER OAK VILLAS-LLP	Date:	14-04-2018
Site:	SOV-LLP	Prepared by:	
Report From / To	01-01-2018 TO 14-04-2018	Approved by:	K Purshotham
Report Date	14-04-2018		

List of requisitions numbers missing in the report*:

List of requisitions where PO/WO not prepared 3 working days after requisition: 67227.

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
67190	5/03/18	1-1	Air cooler	Material is ready but Driver is busy with customer site visits and HO works
67198	23-03-18	1-8	Housekeeping material	Material is ready but Driver is busy with customer site visits and HO works
67207	27-03-18	1-42	Plumbing material	NO response from supplier
67216	04-04-18	1-5	Z-Angle frame	Material will be delivered by 17/04/18 .
67217	04/04/18	1-6	Wall Lights	Material will be delivered by 17/04/18.
67218	04/04/18	1-5	Al.windows	Material will be delivered by 17/04/18.
67219	04/04/18	1-5	Door Frames	Material will be delivered by 16/04/18
67224	06/04/18	1-5	M.S Grills	Material will be delivered by 17/04/18.
67225	06/04/18	1-11	Plumbing material	Material will be delivered by 17/04/18
67228	09/04/18	1-2	Door Beading	Material is ready but Driver is busy with customer site visits and HO works
90715	04/04/18	1-5	Sanitary material	Material will be delivered by 16/04/18

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!