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

Company:	SILVER OAK VILLAS -LLP	Date:	25-11-17
Site:	SILVER OAK VILLAS	Prepared by:	M.MAHESH
Report From / To	01-01-17 TO 25-11-17	Approved by:	K.PURSHOTHAM
Report Date	25-11-17		

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		Item Description	Reason for not preparing PO/WO#

List of requisitions where PO/WO is prepared and 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 discussion with supplier$
67119	23.10.17	1	NEW PRINTER CATRIDGES	Ordered through online on yesterday it seems . due insufficient balance in happay card
67120	26.10.17	1-8	1.L.Bend lock patti 2.anchor bolt pin type 3.3”round plates	Local purchase material it’s going to delivered on Monday by our purchase-Asst
67124	09-11-17	1-10	Door frames	Part wise material is delivered today remaining material delivered by couple of days. Replied by supplier
67125	10-11-17	1-5	Templates	Cheque is ready with accounts dept. till now supplier not received from HO . supplier is not lifting my call .

No. of gate passes issued this week:	Nil / Nil	From No.		To No.	
Delivery van site visit on:					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
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!