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

Company:	Silver oak villas LLP	Date:	16.05.2020
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi
Report From / To	8.05.20 to 16.05.20 (Fri to Sat)	Approved by:	K Purshotham
Report Date	16.05.2020		

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	Serial no of item in Req.	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$
155417	13.02.2020	1 and 2	Bottle green kerb sheets	Supplier is arranging for material
155418	13.02.2020	1	Korean carpet grass	Supplier is arranging for material
155573	28.02.2020	1	FRP Pipes	Supplier is arranging for material
155597	11.03.2020	1 to 14	Canto almond tiles balance	Supplier is arranging for material
155598	13.03.2020	1 to 2	Wall hanging lights with LED bulbs balance	Supplier is arranging for material
155599	12.03.2020	1to 12	Open well submersible pump	Supplier is arranging for material
155601	12.03.2020	1 to 5	Brass Mtee and NRV balance	Supplier is arranging for material
155602	14.03.2020	1 to 3	NIREM plants balance	Supplier is arranging for material
155607	16.03.2020	1 to 12	Borewellsubmersible pending	Supplier is arranging for material
155610	17.03.2020	1 to 2	Indian comode and indian flush tank balance	Supplier is arranging for material
155617	18.03.2020	1 to 2	HDPE pipe pending	Supplier is arranging for material
155619	18.03.2020	1 to 2	Transparent curing pipe and nozzles pending	Supplier is arranging for material
155624	20.03.2020	1	GI U type clamp pending	Supplier is arranging for material
155652	02.05.2020	1 to 14	Electrical wires 10% balance	Supplier is arranging for material
155656	04.05.2020	1	Cofee powder pending	Supplier is arranging for material
155669	04.05.2020	1 to 24	Electrical swithes 10% balance	Supplier is arranging for material
155670	04.05.2020	1 to 24	Electrical swithes 10% balance	Supplier is arranging for material

No. of gate passes issued this week:	5	From No.	13667 and 1451	To No.	1454
Delivery van site visit on:	13.05.2020(wed)16.05.2020(sat)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No		
DC register Sl. No. during the week	From No.	12846	To No.	12878	
Items not ordered but received:	Nil				
Items sent to HO /vendor that are pending for repair:					
Other corrections & remarks: Nil					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	16/05/2020	B.Meenakshi	
Date		16/5/20	

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