

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

Company:	Silver oak villas LLP	Date:	30.05.2020	
Site:	Silver Oak Villas	Prepared by:	B. Meenakshi	
Report From / To	22.05.20 to 30.05.20 (Fri to Sat)	Approved by:	K. Purshotham	
Report Date	30.05.2020			
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#
155694	13.05.20	1	Lavichitra polyester with floral net (Rusted colour)	
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 ^s
155417	13.02.2020	1 and 2	Bottle green kerb sheets recived 50% and 3 core copper flat wire pending	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
155619	18.03.2020	1 to 2	Transparent curing pipe pending	Supplier is arranging for material
155652	02.05.2020	1 to 14	Electrical wires 10% balance	Supplier is arranging for material
155680	08.05.2020	1 to 4	Hardware material wood screws and MS nails pending	Supplier is arranging for material
155691	13.05.2020	1 to 4	Maharaja beige tiles pending	Supplier is arranging for material
155695	13.05.2020	1	Legal papers	Supplier is arranging for material
155716	19.05.2020	1 to 4	Black enamel paint and terpent oil pending	Supplier is arranging for material
155728	20.05.2020	1 to 2	Silver oak plants and shaded grass pending	Supplier is arranging for material
155732	21.05.2020	1 to 2	Anglo india commod and flush tank pending	Supplier is arranging for material
155738	23.05.2020	1 to 13	CPVC ball cock and cpvc solutions and End caps pending	Supplier is arranging for material
No. of gate passes issued this week:		1	From No.	1456 To No. 1460
Delivery van site visit on:		23.05.2020(sat), 27.05.2020(wed), 29.05.2020(friday)		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No	
DC register Sl. No. during the week	From No.	12919	To No.	12951
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		B. Meenakshi by:		
Date	30/5/2020	20/5/2020		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajakumam@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without