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

Company:	Silver oak villas LLP	Date:	13-06-2020
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi
Report From / To	06-06-20 to 13-06-2020	Approved by:	K Purshotham
Report Date	13-06-2020		

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[$]
155573	28.02.2020	1	FRP Pipes	Supplier said after reciving advances they will arrange material
155597	11.03.2020	1 to 14	Canto almond tiles balance	Supplier is arranging for materia1
155691	13.05.2020	1 to 4	Maharaja beige tiles pending	Supplier is arranging for materia1
155694	13.05.2020	1	Lavichitra polyster with floral net pending	Supplier is arranging for materia1
155711	18.05.2020	1	Mouse pending	Supplier is arranging for materia1
155716	19.05.2020	1 to 4	Black enamel paint and White enamel paint pending	Supplier is arranging for materia1
155718	1.05.2020	1	Shabad stone pending	Supplier is arranging for materia1
155728	20.05.2020	1 to 2	Silver oak plants and shaded grass pending	Supplier is arranging for materia1
155744	26.05.2020	2	Country almond tiles pending	Supplier is arranging for materia1
155745	26.05.2020	2	External primer 2 nos pending	Supplier is arranging for materia1
155748	27.05.2020	1	Squree pipe pending	Supplier is arranging for materia1
155757	30.05.2020	1 to 4	Tiles maharaja off white pending	Supplier is arranging for materia1
155761	01.06.2020	1	Liquid soap dispencer 6 nos pending	Supplier is arranging for materia1
155765	03.06.2020	1 to 5	Lavichitra polyster with floral net pending	Supplier is arranging for materia1
155766	03.06.2020	1 to 5	Neem care powder and DAP nuvan pending	Supplier is arranging for materia1
155767	04.06.2020	3	Plasic gampas pending 6 nos	Supplier is arranging for materia1
155771	04.06.2020	1 to 2	MI cameras and wifi roters pending	Supplier is arranging for materia1
155773	04.06.2020	1 to 6	PVC pipes and PVC clamps and ardaldite pending	Supplier is arranging for materia1
155776	05.06.2020	1 to 3	MDF boards pending	Supplier is arranging for materia1
155778	08.06.2020	4	Maharaja off white balance 15 boxes	Supplier is arranging for materia1
155779	09.06.2020	1	Roller blinds pending	Supplier is arranging for materia1
155780	09.06.2020	1 to 2	Indian camode and flush tank pendiz	Supplier is arranging for materia1

No. of gate passes issued this week:	05	From No.	1474	To No.	1478
Delivery van site visit on:	06.06.20(sat)09.06.20(tues),12.06.20(satday)				
Inward report (MRN/other) & stock report emailed in pdf format to	Yes / No				

purchase?				
DC register Sl. No. during the week	From No.	12986	To No.	13005
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	[signature]	B. Muneeth	
Date	13/06/2020	13/06/20.	

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 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 DC s / 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 MD s 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!