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

Company:	Silver oak villas LLP	Date:	27-6-2020
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi
Report From / To	19-06-20 to 27-06-20(fri to sat)	Approved by:	K Purshotham
Report Date	27-6-2020		

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$
155597	11.03.2020	1 to 14	Canto almond tiles recived 20% balance	Supplier is arranging for materia1
155691	13.05.2020	1 to 4	Maharaja beige tile10% pending	Supplier is arranging for materia1
155718	1.05.2020	1	Shabad stone 50% pending	Supplier is arranging for materia1
155744	26.05.2020	2	Country almond tiles 50% pending	Supplier is arranging for materia1
155760	01-06-2020	1 to 3	Plates and bowls pending	Supplier is arranging for materia1
155785	12.06.2020	1	Crack filling chemical pending 10nos	Supplier is arranging for materia1

No. of gate passes issued this week:	4	From No.	1493	To No.	1496
Delivery van site visit on:	21.06.20(monday,ne),22.06.20(tueday,sov),23.06.20(wed,sov),24.06.20(thurs,ne),25.06.20(friday ,sov),26.06.20(sat,(ne and sov))				
In16.ward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
DC register Sl. No. during the week	From No.	13032	To No.	13080	

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] 27/06/2020	B. Meenakshi	
Date		27/06/20	

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!