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

Company:	Silver oak villas LLP	Date:	18-07-2020
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi
Report From / To	10-07-2020 to 18-07-2020 (fri to sat)	Approved by:	K Purshotham
Report Date	18-07-2020		

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 material
155760	01-06-2020	1 to 3	Plates and bowls pending	Supplier is arranging for material
155813	22.6.2020	1	Cameras	Supplier is arranging for material
155820	25.06.2020	1 to 2	Wall brush and alage brush pending	Supplier is arranging for material
155828	26.6.2020	1 to 8	Panel doors 04 nos pending	Supplier is arranging for material
155830	27.6.2020	1	Executive bag	Supplier is arranging for material
155831	27.6.2020	1	Executive bag	Supplier is arranging for material
155835	29.06.2020	04	Maharaja offwhite tiles 32 boxes pending	Supplier is arranging for material
155838	30.06.2020	1	Lappam pending	Supplier is arranging for material
155849	03.07.2020	1	Fruit packing cover pending	Supplier is arranging for material
155853	04.07.2020	1	Country rosso tiles pending	Supplier is arranging for material
155855	06.07.2020	1	Fishers 6mm 7 boxes pending	Supplier is arranging for material
155871	14.07.2020	1 to 6	Sanitary material pending	Supplier is arranging for material
155872	15.07.2020	1 to 2	SS name plates pending	Supplier is arranging for material

No. of gate passes issued this week:	3	From No.	1205	To No.	1207
Delivery van site visit on:	11.07.20(ne (sat)),13.07.20(sov(mon)),14.07.20(ne(tues)),15.07.20(sov(wed)), 16.07.20(ne(thur)),17.07.20(sov(fri)),18.07.20(ne(sat))				
In16.ward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No		
DC register Sl. No. during the week	From No.	13131	To No.	13152	
Items not ordered but received:	Nil				
Items sent to HO /vendor that are pending for repair:					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		B. Meenakshi	
Date		18/07/2020	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and 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!