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

Company:	Silver oak villas LLP	Date:	25-07-2020
Site:	Silver Oak Villas	Prepared by:	G.Mona
Report From / To	17-07-2020 to 25-07-2020 (fri to sat)	Approved by:	K Purshotham
Report Date	25-07-2020		

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 received 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 algae 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
155853	04.07.2020	1	Country rosso tiles pending	Supplier is arranging for material
155861	08-07-2020	1	Fischers 6mm 07 boxes pending	Supplier is arranging for material
155873	15-07-2020	1	Cloth Hangers	Supplier is arranging for material
155874	15-07-2020	1 to 39	CPVC material	Supplier is arranging for material
155886	18-07-2020	1 to 6	Curing pipes & PVC material	Supplier is arranging for material
155887	18-07-2020	1 to 11	Stationary	Supplier is arranging for material

No. of gate passes issued this week:	5	From No.	1208	To No.	1212
Delivery van site visit on:	17-07-2020(SOV), 20-07-2020 (SOV), 22-07-2020 (SOV), 25-07-2020 (Somesh is on leave)				
In16.ward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
DC register Sl. No. during the week	From No.	13148	To No.	13163	

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	Ry 25/7/2020	G.Mona 25/7/2020	
Date			

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!