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

Company:	Silver oak villas LLP	Date:	21-08-2020
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi
Report From / To	14-08-2020 to 21-08-2020 (fri to fri)	Approved by:	K Purshotham
Report Date	14-08-2020		

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#
155937	13-08-2020	1 to 2	Lawin mower	

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$
155760	01-06-2020	1 to 3	Plates and bowls pending	Supplier is arranging for materia1
155813	22.6.2020	1	Cameras pending	Supplier is arranging for materia1
155820	25.06.2020	1 to 2	Wall brush and algae brush pending	Supplier is arranging for materia1
155830	27.6.2020	1	Executive bag 1 No. Pending	Supplier is arranging for materia1
155831	27.6.2020	1	Executive bag 1 No. Pending	Supplier is arranging for materia1
155853	04.07.2020	1	Country rosso tiles pending	Supplier is arranging for materia1
155886	18-07-2020	1 to 6	Araldite 01 No's Pending	Supplier is arranging for materia1
155892	20-07-2020	1	MI Cameras 02 No's Pending	Supplier is arranging for materia1
155905	27-07-2020	1 to 7	EWC Set 01 No & Syphone set 02 No's pending	Supplier is arranging for materia1
155912	30-07-2020	1 to 6	Sanitary material EWC set 2 nos pending	Supplier is arranging for materia1
155918	01-08-2020	1 to 5	SS Name plates pending	Supplier is arranging for materia1
155922	06-08-2020	1 to 13	Electrical Wires pending	Supplier is arranging for materia1
155923	06-08-2020	1	SS Name plates pending	Supplier is arranging for materia1
155925	07-08-2020	1 to 2	Self thread screws and squree pipe pending	Supplier is arranging for materia1
155927	07-08-2020	1 to 2	SS Name plates pending	Supplier is arranging for materia1
155931	08-08-2020	1	MI camaras pending 14 nos	Supplier is arranging for materia1
155932	08-08-2020	1	SS Name plates pending	Supplier is arranging for materia1
155934	10-08-2020	1 to 9	WPC doors and hinges pending	Supplier is arranging for materia1
155935	12-08-2020	1	Electrical LED lights pending	Supplier is arranging for materia1
155939	13-08-2020	1 to 2	Welded mesh pending	Supplier is arranging for materia1

No. of gate passes issued this week:	4	From No.	1222	To No.	1225
Delivery van site visit on:	17-08-2020 (sov), 19-08-2020(sov), 20-08-2020(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.	13218	To No.	13235	
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		Certified B. Meenakshi	
Date	21/08/2020	21/8/20.	

Meenakshi
Asst. Engineer
SILVER OAK VILLAS LLP

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!