

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

Company:	Silver oak villas LLP	Date:	12-09-20020	
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi	
Report From / To	04-09-2020 to 12-09-2020 (fri to sat)	Approved by:	K Purshotham	
Report Date	12-09-20020			
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#
155949	27-08-20	1 to 4	Linoleum flooring and deser beige&milky blue flooring tiles	
155950	27-08-2020	1	Carpet flooring	
155966	02-09-2020	1	Chairs	
155967	02-09-2020	3	Gas Burners& Cylinders	
155970	02-09-2020	1	Music box for club house	
155980	07-09-2020	1 to 3	Sim based TP link router and wifi booster	
155984	07-09-2020	1 to 2	Kerbee sheets and squiree pipe	
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
155830	27.6.2020	1	Executive bag 1 No. Pending	No stock at sslp
155831	27.6.2020	1	Executive bag 1 No. Pending	No stock at sslp
155905	27-07-2020	1 to 7	Syphone set 02 Nos pending	Present No stock at sslp.supplier Delivery by 19-09-2020
155912	30-07-2020	1 to 6	Syphone set 02 Nos pending	Present No stock at sslp..supplier Delivery by 19-09-2020
155955	27-08-2020	1	FP isolaters 16 nos pending	No stock at sslp Supplier delivery by 16.09.2020
155958	29-08-2020	1	Telescopic pole with arm	Supplier delivery after payment of transportaion charges
155965	02-09-2020	1	Split AC's pending	Supplier deliver on Monday 14-09-2020
155969	02-09-2020	4	Pool table& TT table,carrom pending	Supplier said that After receiving advance supplier will deliver
155971	03-09-2020	1	Urea for plants 40 Kgs pending	Supplier delivery by Wednesday
155977	04-09-2020	3 to 7	CP extension nipple,waste coupling and bottle trap pending	Supplier delivery by Monday 14-09-2020
155978	04-09-2020	1 to 6	Sanitary material pending	Supplier delivery by Wednesday
No. of gate passes issued this week:		-	From No.	Nil To No. Nil
Delivery van site visit on:		05.09.20(sov),07.09.20(ne),08.09.20(ne),09.09.20(sov),10.09.20(s ov),11.09.20(sov),12.09.20(ne)		
In 16.ward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No
DC register Sl. No. during the week	From No.	13284	To No.	13306
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. Menakata 12/9/20	
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 rajumarn@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!