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

Company:	Silver oak villas LLP	Date:	07-11-2020
Site:	Silver Oak Villas	Prepared by:	G.Mona
Report From / To	30-10-2020 to0/ 07-11-2020 (fri to sat)	Approved by:	K. Purshotham
Report Date	07-11-20		

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#
155998	17-09-2020	1	LED TV	
156001	17-09-2020	1 to 4	Sofa set & Dining for 992 B flat	
156024	24-09-2020	1 to 7	Curtain rods	
156064	09-10-2020	1-4	Glass Doors (Very urgent)	
156072	12-10-2020	1	MI Cameras	
156077	13-10-2020	1	Executive bags	
156103	30-10-2020	1	Canon Camera	
156116	02-11-2020	1 to 7	Copper pipe	
156120	03-11-2020	1 to 8	Eco Drain material	

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
155967	02-09-2020	2,3	Gas Burners pending	Supplier deliver by Monday
155984	07-09-2020	1	Kerbee Sheets pending	Supplier deliver by Monday
155969	02-09-2020	1	Pool Table	Received the material but the snooker table granite is broken
155999	14-09-2020	1 to 6	Wheel Chair,BP machine	Supplier deliver by Monday
156002	17-09-2020	1 to 18	Gym Equipment pending	Supplier delivery by next week
156004	17-09-2020	4	LEDLightOutdoor-D651265	Supplier deliver by Tuesday
156035	29.09.2020	1 to 5	Play equipments pending	Supplier delivery by next week
156082	17-10-2020	1	L-Angles 6mm think 3 lengths pending	Supplier delivery by Wednesday
156089	19-10-2020	3	PVC Pipes 12 no's pending	Supplier delivery by Tuesday
156095	23-10-2020	1 to 29	Insuation Tapesl pending	Supplier delivery by Monday
156097	22-10-2020	1	False Ceiling lights 81 nos pending	Supplier delivery by next week
156104	30-10-2020	1 to 10	WhiteCement07bags pending	Supplier delivery by Monday
156110	30-10-2020	1	3HP Submergible pump	Supplier delivery by Thursday
156113	02-11-2020	1 to 49	PVC Material pending	Supplier delivery by Tuesday
156114	02-11-2020	1	Table mount sink cock	Supplier delivery by Wednesday
156115	02-11-2020	1 to 36	CPVC Material pending	Supplier delivery by Thursday
156122	03-11-2020	1 to 7 a	Sanitary Material pending	Present no stock at SSLLP Supplier delivery by Friday
156123	03-11-2020	1	Square pipes pending	Supplier delivery by Friday

No. of gate passes issued this week:	03	From No.	2116	To No.	2118
Delivery van site visit on:	31-10-2020 (SOV), 02-11-2020 (SOV), 05-11-2020 (SOV), 06-11-2020(SOV)				
In16.ward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
Items not ordered but received:	Nil				

DC register Sl. No. during the week	From No.	13458	To No.	13499
Items sent to HO /vendor that are pending for repair:				
Other corrections & remarks:				

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	[signature]	[signature]	
Date	07-11-20	07-11-20	

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!