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

Company:	Silver oak villas LLP	Date:	28-11-2020
Site:	Silver Oak Villas	Prepared by:	G.Mona
Report From / To	20-11-2020 to 28-11-2020 (fri to sat)	Approved by:	K. Purshotham
Report Date	28-11-20		

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 3	Sofa set for 992 B flat	
156024	24-09-2020	1 to 7	Curtain rods	
156143	10-11-2020	1	Badminton Court Poles	
156162	16-11-2020	1	Road reflectors	
156168	17-11-2020	1	Vaccum pump (Mono block)	
156178	18-11-2020	1	MI Cameras	

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
155984	07-09-2020	1	Kerbee Sheets pending	Supplier delivery by Monday
156035	29.09.2020	1 to 5	Play equipments pending	Supplier delivery by Friday
156104	30-10-2020	1	WhiteCement07bags pending	Supplier delivery by Thursday
156150	11-11-2020	1-9	General Material pending	Supplier delivery by Monday
156151	11-11-2020	1	Janta Paste 06 Nos pending	Supplier delivery by Monday
156152	12-11-2020	1	Gate lights 14 no's pending	Supplier delivery by Monday
156160	13-11-2020	1-7	Sanitary material pending	Supplier delivery by Monday
156172	18-11-2020	1-20	PVC Material	Supplier delivery by Thursday
156173	18-11-2020	1-20	CPVC Material	Supplier delivery by Thursday
156175	18-11-2020	1	CERA Syphone set	Supplier delivery by Thursday
156181	19-11-2020	1-7	Sanitary material	Supplier delivery by Tuesday
156183	20-11-2020	10	Acid Bottles 12 Nos pending	Supplier delivery by Tuesday
156184	20-11-2020	1-8	Stationary material pending	Supplier delivery by Tuesday
156189	24-11-2020	6,8	Stop cock 10 Nos & Tap short body 1 No pending	Supplier delivery by Thursday
156190	24-11-2020	1-7	Sanitary material pending	Supplier delivery by Monday

No. of gate passes issued this week:	03	From No.	2123	To No.	2125
Delivery van site visit on:	21-11-2020(SOV), 23-11-2020(SOV), 25-11-2020(SOV),26-11-2020 (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.	13555	To No.	13590	
Items sent to HO /vendor that are pending for repair:					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	21-11-20	21-11-2020	

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!