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

Company:	Silver oak villas LLP	Date:	26-12-2020
Site:	Silver Oak Villas	Prepared by:	G.Mona
Report From / To	18-12-2020 to 26-12-2020 (fri to sat)	Approved by:	K. Purshotham
Report Date	26-12-2020		

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#
155998	17-09-2020	1	LED TV	
156143	10-11-2020	1	Badminton Court Poles	
156178	18-11-2020	1	MI Cameras	
156213	02-12-2020	1	Executive bags	

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
156035	29.09.2020	1 to 5	Play equipments pending	Suppler Delivery after payment
156184	20-11-2020	1-8	Stationary material pending	Supplier delivery by Monday
156227	05-12-2020	1	Water Tanks	Supplier delivery by Tuesday
156235	12-12-2020	1	Pin type anchor bolts	Present no stock with supplier Delivery by Wednesday
156237	14-12-2020	6	Mortoise lock 03Nos pending	Present no stock at SSLLP Supplier Delivery by Thursday
156238	14-12-2020	10	Sponges 50 Nos pending	Present no stock with supplier Delivery by Tuesday
156239	14-12-2020	1-8	Eco drain material pending	Supplier Delivery by Friday
156241	14-12-2020	1-6	Sanitary material pending	Supplier delivery by Monday
156242	15-12-2020	1-6	Roff Chemical pending	Supplier delivery by Tuesday
156251	18-12-2020	1-28	Electrical material pending	Supplier delivery by Monday
156253	16-12-2020	1-6	Sanitary material pending	Supplier delivery by Monday
156254	18-12-2020	1-4	PVC Bends pending	Supplier delivery by Wednesday
156256	22-12-2020	1-14	CP Material pending	Supplier delivery by Monday

No. of gate passes issued this week:	08	From No.	2135	To No.	2142
Delivery van site visit on:	19-12-2020(SOV), 21-12-2020(SOV), 23-12-2020(SOV), 24-12-2020(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.	13675	To No.	13700	
Items sent to HO /vendor that are pending for repair:					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	26-12-20	26-12-20	

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!