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

Company:	Silver oak villas LLP	Date:	09-01-2021
Site:	Silver Oak Villas	Prepared by:	G.Mona
Report From / To	01-01-201 to 09-01-2021 (Mon - Fri)	Approved by:	K. Purshotham
Report Date	09-01-2021		

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	
156213	02-12-2020	1	Executive bags	
156263	26-12-2020	2	Music System	
156264	26-12-2020	1	Yoga Mats	
156265	26-12-2020	2-4	Gym Equipment	
156267	26-12-2020	1	Cafeteria Tables	
156285	30-12-2020	1-18	MS Elbow	
156287	02-01-2021	1	MI Cameras	
156292	05-01-2021	1-35	CPVC 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
156035	29.09.2020	1 to 5	Play equipments pending	Suppler Delivery after payment
156237	14-12-2020	6	Mortoise lock 03Nos pending	Present no stock at SSLLP Supplier Delivery by Thursday
156239	14-12-2020	1-8	Eco drain chamber raisers 06 Nos pending	Present no Stock at SSLLP Suppler delivery by Friday
156263	26-12-2020	1	Pedastal Fan pending	Supplier Delivery by Tuesday
156265	26-12-2020	1-4	Multi GYM Equipment	Supplier Delivery by Friday
156266	26-12-2020	1	Water Dispenser	Supplier delivery by Tuesday
156269	26-12-2020	1-2	Kerbee Sheets & MS Square pipe	Supplier Delivery by Friday
156277	28-12-2020	1	Mirrors 15 Nos pending	Supplier delivery by Monday
156279	29-12-2020	1-5	TT Bats & Shuttles pending	Supplier delivery by Friday
156283	30-12-200	1-7	Sanitary Material pending	Supplier delivery by Monday
156291	05-01-2021	1-36	PVC Material	Supplier delivery by Monday

No. of gate passes issued this week:	02	From No.	2145	To No.	2150

Delivery van site visit on:	02-01-201 (SOV), 04-01-2021(SOV), 05-01-2021 (SOV), 07-01-2021 (SOV), 08-01-201 (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.	136716	To No.	13738

Items sent to HO /vendor that are pending for repair:

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	09-01-2021	09-01-2021	

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!