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

Company:		Silver oak villas LLP		Date:	30-01-2021				
Site:		Silver Oak Villas ph-III		Prepared by:		B.Meenakshi			
Report From / To		22-01-21 to 30-01-21(fri to sat)		i to sat)	Approved by:	K Purs	shotham		
Report Date		30-01-2	2021						
List of requis	itions n	umbers n	nissing in the rep	ort*:					
List of requis	itions v	vhere PO/	WO not prepared	d 3 worki	ng days after requis	ition:			
Req No.	Req Date		Serial no of item in Req.	Ite	m Description	Reaso	Reason for not preparing PO/WO#		
183503	28-01-2021		1 to 31	CPVC Material					
List of requis	itions v	where PO	WO is prepared	and items	have not been rece	ived at site	beyond th	e lead time:	
Req No.	Req Date		Serial no of item in Req.	Item Description		Details of discussion with supplier\$			
183501 22-0		01-2021 1 to 5		WPC Door frames		Supplier delivery by monday			
No. of cotor		sened this	week:	Nill	From No.		ToN	lo.	
No. of gate p	basses 1	ssued this	week:	INIII		01-21,30-0		10.	
Delivery var Inward report purchase?	rt (MR)	N/other) 8	stock report em	nailed in p		71-21,50-0	The second secon	/ No	
				m No.	1001	T	o No.	1001	
Items not or					Nil				
			t are pending for	repair:					
Other correct									
				/					
Details		Project Manager		Admin Officer/Manager		Admin Audit			
Details			9		Hunakki 30/1/21				
Details Sign					Municipal	ru			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately 2. Send this report to <u>purchase@modiproperties.com</u>, <u>ashaiya@modiproperties.com</u> and <u>rajkumam@modiproperties.com</u> 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!