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

Company:	Silver oak villas LLP	Date:	27-02-2021
Site.	Silver Oak Villas ph-III	Prepared by:	B Meenakshi
Report From / To	19-02-21 to 27-02-21(fri to sat)	Approved by:	K Purshotham
Report Date	27-02-2021		

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#
183524	12-02-21	1	Single phase starter	
183541	22-02-2021	1 to 10	Electrical ight fittings	

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$
183530	17-02-2021	1	Drill bits mm 6 Nos	Stock not available At supplier
183533	20-02-2021	1 to 2	Recrons and gunny Bags Pending	Stock at ssllp Supplier delivery by monday
183534	20-02-2021	1 to 29	Electrical Switches	Stock at ssllp Supplier delivery by monday
183540	22-02-2021	1 to 2	Recrons and gunny Bags Pending	Stock at ssllp Supplier delivery by monday

No. of gate passes issued this week:		Nill	From No.		To No.
Delivery van site visit on:			26.02.202,27-2-2021		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No	
DC register Sl. No. during the week	From No.		1032	To No.	1045
Items not ordered but received:			Nil		
Items sent to HO /vendor that are pending for repair:					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Meenakshi	
Date	27-02-2021	27-02-2021	

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!