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

Company:	Silver oak villas LLP	Date:	06-03-2021
Site:	Silver Oak Villas	Prepared by:	G.Mona
Report From / To	26-02-21 to 06-03-2021 (Fri - Sat)	Approved by:	K. Purshotham
Report Date	06-03-2021		

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#
156333	21-01-2021	1	SS name plate	
156334	22-01-2021	1-5	Window Curtains	
156340	25-01-2021	1	Laptop Charger & Executive Bags	
156394	22-02-2021	1-7	Paper Dispenser	

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	Material ready with supplier, but delivery will be done after payment..
156345	27-01-2021	1	Weighing machine&sailine stand	Material ready with Supplier, delivery will be done by thursday
156386	20-02-2021	1-6	Sanitary Material	Material ready with supplier, delivery will be done by Monday
156389	20-02-2021	1-3	WPC Panel Doors	No Stock at SSLLP , Supplier delivery by Tuesday

No. of gate passes issued this week:	03	From No.	3078	To No.	3080
Delivery van site visit on:	27-02-2021, 04-03-2021, 05-03-2021				
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.	13884	To No.	13907	
Items sent to HO /vendor that are pending for repair:					
Other corrections & remarks: ssss					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	06-03-2021	06-03-2021	

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!