| Prepared by: | | T.D. Murthy | | | |
|---|---|---|---|---|---|
| Report Date | | 30/10/2020 | | | |
| Site | | SOV LLP | | | |
| | | | | | |
| List of requisitions Where PO/WO not prepared 3 working days after requisition: | | | | | |
| Requisition No | Requisition Date | Material Descscription | Purchase Officer - Remarks | Material delivered? | If material is not delivered - is delay justified? |
| 155967 | 02-09-2020 | Gas burner | Fallow up with Raghu | | |
| 155970 | 02-09-2020 | Music box | Delivered at SSLLP, please collect it | | |
| 155998 | 17-09-2020 | Led tv | Online purchase | | |
| 156001 | 17-09-2020 | Sofa set&dining for 992B flat | Po to be issue | | |
| 156024 | 24-09-2020 | Curtain rods | Online purchase | | |
| 156045 | 05-10-2020 | Dell laptop charger | PO to be issue | | |
| 156064 | 09-10-2020 | Glass doors | Rates to be finalize | | |
| 156071 | 12-10-2020 | Catridge refiller | Delivered, DC no 1855, 29/10/2020 | | |
| 156072 | 12-10-2020 | MI cameras | Online purchase | | |
| 156077 | 12-10-2020 | Executive bags | Online purchase | | |
| | | | | | |
| List of requisitions Where PO/WO is prepared and items have not received at site | | | | | |
| 155984 | 07-09-2020 | Kerbee sheets | Monday delivery | | |
| 155999 | 14-09-2020 | Wheel chair&first aid material | Tomorrow delivery | | |
| 156004 | 17-09-2020 | Led light outdoor | Tomorrow delivery | | |
| 156019 | 23-09-2020 | Wash basin | Supplier arranging for material | | |
| 156027 | 25-09-2020 | GI Nipple | Monday delivery | | |
| 156035 | 29-09-2020 | Kids play items | Estimate with MD for approval | | |
| 156047 | 23-09-2020 | Sanitary material | Supplier arranging for material | | |
| 156049 | 05-10-2020 | Sanitary material | Supplier arranging for material | | |
| 156060 | 08-10-2020 | FP Isolator & 15A Sockets | Delivered. | | |
| 156061 | 10-10-2020 | General material | Delivered. | | |
| 156062 | 10-10-2020 | Stationary | Delivered. | | |
| 156078 | 15-10-2020 | Solvent cement - 6 nos | Delivered. | | |
| 156080 | 15-10-2020 | 4 pole isolator and 32A mcb 10 nos | Stock at SSLLP, please collect it | | |
| 156081 | 16-10-2020 | Kadies and barbed wire | Tomorrow delivery | | |
| 156082 | 17-10-2020 | L angle 6mm thick | Tomorrow delivery | | |
| 156083 | 19-10-2020 | Extension nipples | Stock at SSLLP, please collect it | | |
| 156085 | 19-10-2020 | Waste pipe 3nos | Stock at SSLLP, please collect it | | |
| 156086 | 19-10-2020 | Sanitary material | Supplier arranging for material | | |
| 156087 | 19-10-2020 | Extension nipples and waste pipe | Stock at SSLLP, please collect it | | |
| 156088 | 19-10-2020 | Sanitary material | Supplier arranging for material | | |
| | | | | | |
| | | | | | |

T.D. Murthy
30/10/20.

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

| | | | |
|---|---|---|---|
| Company: | Silver oak villas LLP | Date: | 24-10-2020 |
| Site: | Silver Oak Villas | Prepared by: | B.Meenakshi |
| Report From / To | 16-10-2020 to 24-10-2020 (fri to sat) | Approved by: | K. Purshotham |
| Report Date | 24-10-2020 | | |

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# |
|---|---|---|---|---|
| 155967 | 02-09-2020 | 2 & 3 | Gas Burners | Tour |
| 155970 | 02-09-2020 | 1 | Music box for club house | D |
| 155998 | 17-09-2020 | 1 | LED TV | |
| 156001 | 17-09-2020 | 1 to 4 | Sofa set & Dining for 992 B flat | |
| 156024 | 24-09-2020 | 1 to 7 | Curtain rods | |
| 156045 | 05-10-2020 | 1 | Dell laptop Charger | |
| 156064 | 09-10-2020 | 1-4 | Glass Doors | |
| 156071 | 12-10-2020 | 1 | Catridge Refiller | |
| 156072 | 12-10-2020 | 1 | MI Cameras | |
| 156077 | 13-10-2020 | 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 |
|---|---|---|---|---|
| 155984 | 07-09-2020 | 1 | Kerbee Sheets | Supplier deliver by Monday |
| 155999 | 14-09-2020 | 1 to 6 | Wheel Chair,BP machine | Supplier deliver by Monday |
| 156004 | 17-09-2020 | 4 | LEDLightOutdoor-D651265 | Ready with supplier delivery by monday |
| 156019 | 23-09-2020 | 2 | Wash Basin 04 Nos pending | Present no stock at SSLLP Supplier will deliver by Friday |
| 156027 | 25-09-2020 | 4 | GI Nipple 06 Nos pending | Supplier deliver by Tuesday |
| 156035 | 29.09.2020 | 1 to 5 | Play equipments pending | Supplier delivery by tuesdaay |
| 156047 | 23-09-2020 | 1 to 5 | Sanitary materail pending | Present No Stock at ssllp |
| 156049 | 05-10-2020 | 1 to 5 | Sanitary materail pending | Present No Stock at ssllp |
| 156060 | 08-10-2020 | 1-28 | Electrical Material FP isolaters and change over and modular soket 15A pending | Supplier will deliver by Tuesday |
| 156061 | 10-10-2020 | 1-6 | General Material | Supplier will deliver by Monday D |
| 156062 | 10-10-2020 | 1-10 | Stationary | Supplier will deliver by Monday |
| 156078 | 15-10-2020 | 4 | Solvent cement 6 nos pending | Supplier will deliver by Monday D |
| 156080 | 15-10-2020 | 1 to 2 | 4 pole isolaters and 32A Mcb 10 nos pending | Ready with supplier delivery by monday |
| 156081 | 16-10-2020 | 1 to 2 | Kadies and barbe Wire pending | Materail ready with supplier after paying advance he will delivery the materail |
| 156082 | 17-10-2020 | 1 | L-Angles 6mm think 3 lengths pending | Supplier delivery by thursday |
| 156083 | 19-10-2020 | 1 to 17 | Extension Nippile and Waste pipe penidng | Supplier will deliver by Monday |
| 156085 | 19-10-2020 | 1 to17 | Waste pipe 3 nos pending | Supplier will deliver by Monday |
| 156086 | 19-10-2020 | 1 to 6 | Saniatry materail pending | Present No Stock at ssllp |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 156087 | 19-10-20 | 1 to 17 | Extensions Nippile and Waste pipe penidng | | Supplier will deliver by wtuesday | | |
| 156088 | 19-10-2020 | 1 to 6 | Saniatry materail pending | | Present No Stock at ssllp | | |
| No. of gate passes issued this week: | | | 00 | From No. | 0 | To No. | 0 |
| | | | | | | | |
| Delivery van site visit on: | | | 17-10-2020(SOV), 19-10-2020 (SOV), 20-10-2020 (SOV), 21-10-2020(SOV), 23-10-2020 (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. | 13415 | | To No. | 13456 | |
| Items sent to HO /vendor that are pending for repair: | | | | | | | |
| Other corrections & remarks: | | | | | | | |

| Details | Project Manager | Admin Officer/Manager | Admin Audit |
|---|---|---|---|
| Sign | | B. Hunakshi | |
| Date | 24-10-20 | 24-10-2020 | |

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!