Prepared by:		T.D. Murthy			
Report Date		6/11/2020			
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?
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	Ready with Sunil(Sys. Admin.) Please collect it		
156064	09-10-2020	Glass doors	Estimate to be prepare		
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		
155969	02-09-2020	Pool table - Granite	Replacement under process		
155999	14-09-2020	Wheel chair&first aid material	Tomorrow delivery		
156002	17-09-2020	Gym Equipments	Supplier arranging for material		
156004	17-09-2020	LED light outdoor	Delivered.		
156019	23-09-2020	Wash basin - 4 nos	Delivered.		
156027	25-09-2020	GI Nipple - 6 nos	Local purchase by site only		
156035	29-09-2020	Kids play items	Estimate with MD for approval		
156047	23-09-2020	Sanitary material	Delivered.		
156049	05-10-2020	Sanitary material	Delivered.		
156061	10-10-2020	General material	Delivered.		
156081	16-10-2020	Barbed wire	Delivered.		
156082	17-10-2020	L angle 6mm thick	Tomorrow delivery		
156083	19-10-2020	Extension nipples	Delivered.		
156085	19-10-2020	Waste pipe 3nos	Delivered.		
156086	19-10-2020	Sanitary material	Stock @SSLLP, please collect it.		
156087	19-10-2020	Extension nipples and waste pipe	Delivered.		
156088	19-10-2020	Sanitary material	Delivered.		
156089	19-10-2020	PVC pipe 12 nos	Stock with supplier, please collect it.		
156090	20-10-2020	Pin type anchor bolts	Delivered.		
156095	23-10-2020	Electrical materials	Delivered.		
156097	22-10-2020	False ceiling lights	Supplier arranging for Bal. 81nos		

T.D. Murthy
6/11/20.

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

Company:	Silver oak villas LLP	Date:	31-10-2020
Site:	Silver Oak Villas	Prepared by:	G.Mona
Report From / To	23-10-2020 to 31-10-2020 (fri to sat)	Approved by:	K. Purshotham
Report Date	31-10-2020		

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#
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 (Very urgent)	
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
155969	02-09-2020	1	Pool Table	Received the material but the snooker table granite is broken
155999	14-09-2020	1 to 6	Wheel Chair,BP machine	Supplier deliver by Monday
156002	17-09-2020	1 to 18	Gym Equipment	Supplier delivery by next week
156004	17-09-2020	4	LEDLightOutdoor-D651265	Ready with supplier delivery by monday
156019	23-09-2020	2	Wash Basin 04 Nos pending D	Present no stock at SSLLP Supplier will deliver by next weekb
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 D	Present No Stock at ssllp
156049	05-10-2020	1 to 5	Sanitary materail pending D	Present No Stock at ssllp
156061	10-10-2020	1-6	General Material pending	Supplier will deliver by Monday
156081	16-10-2020	1 to 2	Barbe Wire pending	Supplier delivery by Monday
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 D	Supplier will deliver by Monday
156085	19-10-2020	1 to17	Waste pipe 3 nos pending D	Supplier will deliver by Monday
156086	19-10-2020	1 to 6	Saniatry material pending	Present No Stock at ssllp
156087	19-10-20	1 to 17	Extensions Nippile and Waste pipe penidng D	Supplier will deliver by wtuesday
156088	19-10-2020	1 to 6	Saniatry material pending D	Present No Stock at ssllp
156089	19-10-2020	3	PVC Pipes 12 no's pending	Supplier delivery by Monday
156090	20-10-2020	1	Pin type anchor bolts D	Supplier delivery by Tuesday
156095	23-10-2020	1 to 29	Electrical material pending	Supplier delivery by Monday
156097	22-10-2020	1	False Ceiling lights pending	Supplier delivery by next week

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No. of gate passes issued this week:	06	From No.	2110	To No.	2115
Delivery van site visit on:	23-10-2020 (SOV), 27-10-2020 (SOV), 29-10-2020(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.	13457	To No.	13471	
Items sent to HO /vendor that are pending for repair:					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	31-10-20	31-10-2020	

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!