

Prepared by:	T.D. Murthy			
Report Date	13/11/2020			
Site	SOV LLP			
List of requisitions Where PO/WO not prepared 3 working days after requisition:				
Requisition No	Requisition Date	Material Description	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	
156064	09-10-2020	Glass doors	PO to be issue	
156072	12-10-2020	MI cameras	Online purchase	
156077	12-10-2020	Executive bags	Online purchase	
156103	30-10-2020	Canon Camera	Online purchase	
156116	02-11-2020	Copper Pipe	Online purchase	
156120	03-11-2020	Eco Drain material	PO issued, Nos.71966 & 71967	
List of requisitions Where PO/WO is prepared and items have not received at site				
155967	02-09-2020	Gas Burners	Delivered	
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	Monday delivery	
156002	17-09-2020	Gym Equipments	Supplier arranging for material	
156004	17-09-2020	LED light outdoor	Delivered.	
156035	29-09-2020	Kids play items	Estimate with MD for approval	
156082	17-10-2020	L angle 6mm thick	Monday delivery	
156089	19-10-2020	PVC pipe 12 nos	Delivered.	
156095	23-10-2020	Insulation tape	Delivered.	
156097	22-10-2020	False ceiling lights	Delivered.	
156104	30-10-2020	White Cement bags - 07 nos	Stock at SLLP, please pick it up.	
156110	30-10-2020	3HP Submersible pump	Delivered.	
156113	02-11-2020	PVC Material	Delivered.	
156114	02-11-2020	Table mount sink cock	Delivered.	
156115	02-11-2020	CPVC Material	Delivered.	
156122	03-11-2020	Sanitary material	Delivered.	
156123	03-11-2020	Square pipes	Delivered.	

T.D. Murthy
 13/11/20

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

Company:	Silver oak villas LLP	Date:	07-11-2020	
Site:	Silver Oak Villas	Prepared by:	G.Mona	
Report From / To	30-10-2020 to 07-11-2020 (fri to sat)	Approved by:	K. Purshotham	
Report Date	07-11-20			
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	
156064	09-10-2020	1-4	Glass Doors (Very urgent)	
156072	12-10-2020	1	MI Cameras	
156077	13-10-2020	1	Executive bags	
156103	30-10-2020	1	Canon Camera	
156116	02-11-2020	1 to 7	Copper pipe	
156120	03-11-2020	1 to 8	Eco Drain material	Cash Purchase #1966, #1967
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
155967	02-09-2020	2,3	Gas Burners pending	Supplier deliver by Monday
155984	07-09-2020	1	Kerbee Sheets pending	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 pending	Supplier delivery by next week
156004	17-09-2020	4	LEDLightOutdoor-D651265	Supplier deliver by Tuesday
156035	29.09.2020	1 to 5	Play equipments pending	Supplier delivery by next week
156082	17-10-2020	1	L-Angles 6mm think 3 lengths pending	Supplier delivery by Wednesday
156089	19-10-2020	3	PVC Pipes 12 no's pending	Supplier delivery by Tuesday
156095	23-10-2020	1 to 29	Insuation Tapesl pending	Supplier delivery by Monday
156097	22-10-2020	1	False Ceiling lights 81 nos pending	Supplier delivery by next week
156104	30-10-2020	1 to 10	WhiteCement07bags pending	Supplier delivery by Monday
156110	30-10-2020	1	3HP Submergible pump	Supplier delivery by Thursday
156113	02-11-2020	1 to 49	PVC Material pending	Supplier delivery by Tuesday
156114	02-11-2020	1	Table mount sink cock	Supplier delivery by Wednesday
156115	02-11-2020	1 to 36	CPVC Material pending	Supplier delivery by Thursday
156122	03-11-2020	1 to 7 a	Sanitary Material pending	Present no stock at SLLP
156123	03-11-2020	1	Square pipes pending	Supplier delivery by Friday
No. of gate passes issued this week:		03	From No.	2116 To No. 2118
Delivery van site visit on:		31-10-2020 (SOV), 02-11-2020 (SOV), 05-11-2020 (SOV), 06-11-2020(SOV)		
In 16. 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.	13458	To No.	13499
Items sent to HIO / vendor that are pending for repair.				
Other corrections & remarks.				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign	<i>[Signature]</i>	<i>[Signature]</i>		
Date	07-11-20	07-11-20		

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!