Prepared by:		T.D. Murthy			
Report Date		19/11/2020			
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	Sofa cash purchase & Dining table - model to be select by M.D.		
156024	24-09-2020	Curtain rods	Online purchase		
156064	09-10-2020	Glass doors	PO issued, no. 72150.		
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		
List of requisitions Where PO/WO is prepared and items have not received at site					
155984	07-09-2020	Kerbee sheets	Tomorrow delivery		
155999	14-09-2020	Wheel chair&first aid material	Monday delivery		
156002	17-09-2020	Gym Equipments	Supplier arranging for material		
156035	29-09-2020	Kids play items	Estimate with MD for approval		
156082	17-10-2020	L angle 6mm thick	Monday delivery		
156104	30-10-2020	White Cement bags - 07 nos	Stock at SSLLP, please pick it up.		
156115	02-11-2020	CPVC Material	Delivered.		
156120	03-11-2020	Eco drain chambers, Raisers and Couplings	Stock at SSLLP, please pick it up.		
156122	03-11-2020	Sanitary material	Delivered.		
156125	05-11-2020	Electrical material	Delivered.		
156131	09-11-2020	Slab conducting material	Delivered.		

T.D. Murthy
19/11/20.

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

Company:	Silver oak villas LLP	Date:	13-11-2020
Site:	Silver Oak Villas	Prepared by:	G.Mona
Report From / To	06-11-2020 to 13-11-2020 (fri to fri)	Approved by:	K. Purshotham
Report Date	13-11-20		

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 3	Sofa set for 992 B flat	
156024	24-09-2020	1 to 7	Curtain rods	
156064	09-10-2020	1-4	Glass Doors (Very urgent)	72150
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	

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 pending	Supplier delivery by Tuesday
155999	14-09-2020	1 to 6	Wheel Chair,BP machine	Supplier delivery by Monday
156002	17-09-2020	1 to 18	Gym Equipment pending	Supplier delivery by Next Week
156035	29.09.2020	1 to 5	Play equipments pending	Supplier delivery by Next Friday – M-9
156082	17-10-2020	1	L-Angles 6mm think 3 lengths pending	Supplier delivery by Monday
156104	30-10-2020	1	WhiteCement07bags pending	Present no stock at SSLLP Supplier delivery by Thursday
156115	02-11-2020	26 to 36	CPVC Material pending	Supplier delivery by Monday
156120	03-11-2020	4-7	Eco drain chambers, raisers and coupling pending	Supplier delivery by Wednesday
156122	03-11-2020	1 to 7	Sanitary Material pending	Supplier delivery by Thursday
156125	05-11-2020	3-7	Electrical material pending	Supplier delivery by Tuesday
156131	09-11-2020	1-7	Slab conducting material pending	Supplier delivery by Monday

No. of gate passes issued this week:	01	From No.	2119	To No.	2119
Delivery van site visit on:	06-11-2020(SOV), 07-11-2020(SOV), 09-11-2020(SOV), 10-11-2020(SOV), 11-09-2020(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.	13500	To No.	13522	
Items sent to HO /vendor that are pending for repair:					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		G.Mona	
Date	13-11-20	13-11-20	

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!