

Prepared by:		T.D. Murthy			
Report Date		26/11/2020			
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	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.		
156077	12-10-2020	Executive bags	Online purchase		
156143	10-11-2020	Badminton court polls	Decathlon purchase		
156162	16-11-2020	Road Reflectors	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		
156002	17-09-2020	Gym Equipments	Delivered.		
156035	29-09-2020	Kids play items	Estimate with MD for approval		
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	Delivered.		
156122	03-11-2020	Sanitary material	Delivered.		
156125	05-11-2020	Electrical material	Delivered.		
156147	11-11-2020	Green Hose Pipe	Stock at SSLLP, please pick it up.		
156150	11-11-2020	General Material	Stock at SSLLP, please pick it up.		
156151	11-11-2020	Janata Paste	Delivered.		
156152	12-11-2020	Gate Lamps	Stock at SSLLP, please pick it up.		
156155	13-11-2020	4core Armor cable	Stock at supplier, please pick it up.		

T.D. Murthy
26/11/20

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

Company:	Silver oak villas LLP	Date:	21-11-2020				
Site:	Silver Oak Villas	Prepared by:	G.Mona				
Report From / To	13-11-2020 to 21-11-2020 (fri to sat)	Approved by:	K. Purshotham				
Report Date	21-11-20						
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)				
156077	13-10-2020	1	Executive bags				
156143	10-11-2020	1	Badminton Court Poles				
156162	16-11-2020	1	Road reflectors				
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 Today Evening			
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 Tuesday			
156104	30-10-2020	1	WhiteCement07bags pending	Supplier delivery by Thursday			
156115	02-11-2020	26 to 36	CPVC Material pending	Supplier delivery by Monday			
156120	03-11-2020	1-5	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			
156147	11-11-2020	1	Green Hose Pipe pending	Supplier delivery by Monday			
156150	11-11-2020	1-9	General Material pending	Supplier delivery by Tuesday			
156151	11-11-2020	1	Janta Paste 06 Nos pending	Supplier delivery by Tuesday			
156152	12-11-2020	1	Gate lights 14 no's pending	Supplier delivery by Tuesday			
156155	13-11-2020	1	4Core Armour Cable pending	Supplier Delivery by Friday			
156158	13-11-2020	1-7	Sanitary material pending	Supplier delivery by Monday			
156160	13-11-2020	1-7	Sanitary material pending	Supplier delivery by Monday			
156163	16-11-2020	1	White enamel rubber paint	Supplier delivery by Monday			
156165	16-11-2020	1	Black Sheets pending	Supplier delivery by Monday			
No. of gate passes issued this week:			03	From No.	2120	To No.	2122
Delivery van site visit on			13-11-2020(SOV), 17-11-2020(SOV), 19-11-2020(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.	13523	To No.	13554		
Items sent to HO /vendor that are pending for repair:							
Other corrections & remarks:							
Details	Project Manager		Admin Officer/Manager		Admin Audit		
Sign							
Date	21-11-20		21-11-2020				

--	--	--	--

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!