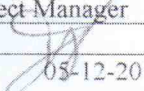
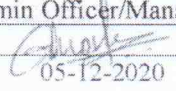


Prepared by:	T.D. Murthy			
Report Date	11/12/2020			
Site	SOV LLP			
List of requisitions Where PO/WO not prepared 3 working days after requisition:				
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	If material is not delivered - is delay justified?
155998	17-09-2020	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	
156143	10-11-2020	Badminton court polls	Decathlon purchase	
156162	16-11-2020	Road Reflectors	Online purchase	
156168	17-11-2020	Vaccum Pump - Monoblock	PO issued, no. 72748.	
156178	18-11-2020	MI Cameras	Online purchase	
List of requisitions Where PO/WO is prepared and items have not received at site				
156035	29-09-2020	Kids play items	Estimate with MD for approval	
156104	30-10-2020	White Cement bags - 07 nos	Delivered.	
156152	12-11-2020	Gate Lamps	Delivered.	
156173	18-11-2020	CPVC Material	Delivered.	
156175	18-11-2020	CERA Syphone set	Supplier arranging for material	
156181	19-11-2020	Sanitary material	Delivered.	
156183	20-11-2020	Acid bottles 12nos	Delivered.	
156184	20-11-2020	Stationery material	Delivered.	
156190	24-11-2020	Wash basin - 01no	Delivered.	
156202	30-11-2020	Extension nipple 10nos	Delivered.	
156203	30-11-2020	Sanitary material	Stock at SSLLP, please collect it.	
156205	30-11-2020	Self Thread screws	Monday delivery	
156207	01-12-2020	Extension nipple 10nos	Delivered.	

T.D. Murthy
11/12/20

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

Company:	Silver oak villas LLP	Date:	05-12-2020	
Site:	Silver Oak Villas	Prepared by:	G.Mona	
Report From / To	27-11-2020 to 05-12-2020 (fri to sat)	Approved by:	K. Purshotham	
Report Date	05-12-2020			
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 3	Sofa set for 992 B flat	
156024	24-09-2020	1 to 7	Curtain rods	
156143	10-11-2020	1	Badminton Court Poles	
156162	16-11-2020	1	Road reflectors	
156168	17-11-2020	1	Vaccum pump (Mono block)	
156178	18-11-2020	1	MI Cameras	
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
156035	29.09.2020	1 to 5	Play equipments pending	Supplier delivery by Friday
156104	30-10-2020	1	WhiteCement07bags pending	Present no stock at SLLP Supplier Delivery by Tuesday
156152	12-11-2020	1	Gate lights 14 no's pending	Supplier delivery by Monday
156173	18-11-2020	1-20	CPVC Material	Supplier delivery by Thursday
156175	18-11-2020	1	CERA Syphone set	Supplier delivery by Thursday
156181	19-11-2020	1-7	Sanitary material	Present no Stock at SLLP Supplier delivery by Tuesday
156183	20-11-2020	10	Acid Bottles 12 Nos pending	Supplier delivery by Tuesday
156184	20-11-2020	1-8	Stationary material pending	Supplier delivery by Tuesday
156190	24-11-2020	2	Wash Basin 01 No Pending	Supplier delivery by Monday
156202	30-11-2020	11	Extension Nipple 10 Nos Pending	Present no Stock at SLLP Supplier delivery by Tuesday
156203	30-11-2020	1-7	Sanitary Material Pending	Present no Stock at SLLP Supplier delivery by Tuesday
156205	30-11-2020	1	Self Thread screws	Supplier delivery by Friday
156207	01-12-2020	11	Extension Nipple 10 Nos Pending	Present no Stock at SLLP Supplier delivery by Tuesday
156208	01-12-2020	1-6	Sanitary material pending	Present no Stock at SLLP Supplier delivery by Tuesday
156209	02-12-2020	1-17	CP Material Pending	Supplier delivery by Monday
156210	02-12-2020	1-6	Sanitary material pending	Present no Stock at SLLP Supplier delivery by Tuesday
No. of gate passes issued this week:		03	From No.	2126 To No. 2128
Delivery van site visit on:		28-11-2020(SOV),30-11-2020(SOV),03-12-2020 (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.	13591	To No.	13613
Items sent to HO /vendor that are pending for repair:				
Other corrections & remarks:				

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	05-12-20	05-12-2020	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumam@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!