

Prepared by:		T.D. Murthy			
Report Date		18/12/2020			
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	Material delivered?	If material is not delivered - is delay justified?
155998	17-09-2020	Led tv	Online purchase		
156001	17-09-2020	Sofa set	Delivered.		
156024	24-09-2020	Curtain rods	Online purchase		
156143	10-11-2020	Badminton court polls	Decathlon purchase		
156178	18-11-2020	MI Cameras	Online purchase		
156213	02-12-2020	Executive bags	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		
156162	16-11-2020	Road Reflectors	Monday delivery		
156168	18-11-2020	Vaccum Pump	Delivered.		
156175	18-11-2020	CERA Syphone set	Supplier arranging for material		
156184	20-11-2020	Stationery material	Stock at SSLLP, please collect it.		
156203	30-11-2020	Sanitary material	Delivered.		
156210	02-12-2020	Sanitary material	Delivered.		
156222	05-12-2020	5mm & 6mm drill bit	Delivered.		
156225	05-12-2020	A4 paper bundles - 06 no	Stock at SSLLP, please collect it.		
156227	05-12-2020	Water Tanks	Stock at SSLLP, please collect it.		

T.D. Murthy
18/12/20

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

Company:	Silver oak villas LLP	Date:	12-12-2020	
Site:	Silver Oak Villas	Prepared by:	G.Mona	
Report From / To	04-12-2020 to 12-12-2020 (fri to sat)	Approved by:	K. Purshotham	
Report Date	12-12-2020			
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	
156178	18-11-2020	1	MI Cameras	
156213	02-12-2020	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
156035	29.09.2020	1 to 5	Play equipments pending	Supplier Delivery after payment
156162	16-11-2020	1	Road Reflectors	Supplier delivery by Tuesday
156168	17-11-2020	1	Vaccum pump	Supplier delivery by Tuesday
156175	18-11-2020	1	CERA Syphone set	Supplier Delivery by Wednesday
156184	20-11-2020	1-8	Stationary material pending	Supplier delivery by Monday
156203	30-11-2020	1-7	Sanitary Material Pending	Supplier delivery by Monday
156210	02-12-2020	1-6	Sanitary material pending	Supplier delivery by Monday
156222	05-12-2020	1-2	5mm, 6mm drill bits	Supplier delivery by Thursday
156225	05-12-2020	1	A4 Sheets 06 bundles pending	Supplier delivery by Monday
156227	05-12-2020	1	Water Tanks	Supplier delivery by Monday
No. of gate passes issued this week:		02	From No.	2129 To No. 2130
Delivery van site visit on:		05-12-2020(SOV), 07-12-2020(SOV), 09-12-2020(SOV), 10-12-2020(SOV), 11-12-2020(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.	13614	To No.	13655
Items sent to HO / vendor that are pending for repair:				
Other corrections & remarks:				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign				
Date	12-12-20	12-12-20		

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