

Prepared by:		T.D. Murthy			
Report Date		24/12/2020			
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		
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		
156184	20-11-2020	Stationery material	Stock at SSLLP, please collect it.		
156203	30-11-2020	Pedastal - 01no	Stock at SSLLP, please collect it.		
156210	02-12-2020	Pedastal - 03nos	Stock at SSLLP, please collect it.		
156227	05-12-2020	Water Tanks	Stock at SSLLP, please collect it.		
156232	10-12-2020	16amps MCB 18nos & Insulation tape 40nos	Stock at SSLLP, please collect it.		
156235	12-12-2020	Pin type anchor bolts	Monday delivery from supplier		
156237	14-12-2020	Cylindrical locks & Hinges	Supplier arranging for material		
156239	14-12-2020	Eco drain material	Stock at SSLLP, please collect it.		
156241	14-12-2020	Sanitary material	Stock at SSLLP, please collect it.		

T.D. Murthy
24/12/20

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

Company:	Silver oak villas LLP	Date:	19-12-2020
Site:	Silver Oak Villas	Prepared by:	G.Mona
Report From / To	11-12-2020 to 19-12-2020 (fri to sat)	Approved by:	K. Purshotham
Report Date	19-12-2020		
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
155998	17-09-2020	1	LED TV
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
156035	29.09.2020	1 to 5	Play equipments pending
156184	20-11-2020	1-8	Stationary material pending
156203	30-11-2020	6	Pedastal 01 No Pending
156210	02-12-2020	6	Pedastal 3 Nos pending
156227	05-12-2020	1	Water Tanks
156232	10-12-2020	8,11	16 Amps MCB 18 Nos & Insulation tape 40 Nos pending
156235	12-12-2020	1	Pin type anchor bolts
156237	14-12-2020	6-8	Cylindrical locks & Hinges pending
156239	14-12-2020	1-8	Eco drain material
156241	14-12-2020	1-6	Sanitary material pending
No. of gate passes issued this week:		04	From No. 2131 To No. 2134
Delivery van site visit on:		11-12-2020(SOV), 14-12-2020(SOV), 16-12-2020(SOV), 17-12-2020(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.	13656	To No. 13674
Items sent to HO / vendor that are pending for repair:			
Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	19-12-20	19-12-20	

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