Prepared by:		T.D. Murthy			
Report Date		7/1/2021			
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		
156143	10-11-2020	Badminton court polls	Note with M.D.		
156213	02-12-2020	Executive bags	Delivered		
156263	26-12-2020	Music system	Local purchase		
156264	26-12-2020	Yoga mat	Decathlon purchase		
156265	26-12-2020	Multi gym equipment	PO issued, no. 73628		
156267	26-12-2020	Cafetaria tables	Ardes to select model		
156272	28-12-2020	Drill bits	PO issued, no. 73592		
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		
156227	05-12-2020	Water Tanks	Stock at SSLLP, please collect it.		
156237	14-12-2020	Mortice locks - 3nos	Supplier arranging for material		
156238	14-12-2020	Sponges - 50nos	Delivered		
156239	14-12-2020	Eco drain chambers	Supplier arranging for material		
156263	26-12-2020	Pedastal fan	Monday delivery		

T.D. Murthy
7/1/21

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

Company:	Silver oak villas LLP	Date:	04-01-2021
Site:	Silver Oak Villas	Prepared by:	G.Mona
Report From / To	25-12-2020 to 04-01-2021 (fri to Mon)	Approved by:	K. Purshotham
Report Date	04-01-2021		

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	
156143	10-11-2020	1	Badminton Court Poles	
156213	02-12-2020	1	Executive bags	
156263	26-12-2020	2	Music System	
156264	26-12-2020	1	Yoga Mats	
156265	26-12-2020	1-4	Multi Gym Equipment	-73628
156267	26-12-2020	1	Cafeteria Tables	
156272	28-12-2020	1	Drill Bits	73592

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	Suppler Delivery after payment
156227	05-12-2020	1	Water Tanks	Supplier delivery by Thursday
156237	14-12-2020	6	Mortoise lock 03Nos pending	Present no stock at SSLLP Supplier Delivery by Thursday
156238	14-12-2020	10	Sponges 50 Nos pending	Present no stock with supplier Delivery by Tuesday
156239	14-12-2020	1-8	Eco drain chamber raisers 06 Nos pending	Supplier Delivery by Friday
156263	26-12-2020	1	Pedastal Fan pending	Supplier Delivery by Thursday
156266	26-12-2020	1	Water Dispenser	Supplier delivery by Saturday
156269	26-12-2020	1-2	Kerbee Sheets	Supplier Delivery by Friday

No. of gate passes issued this week:	02	From No.	2143	To No.	2144
Delivery van site visit on:	26-12-2020 (SOV), 28-12-2020 (SOV), 31-12-2020 (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.	136701	To No.	13715	
Items sent to HO /vendor that are pending for repair:					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	04-01-2021	04-01-2021	

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!