Prepared by:		T.D. Murthy			
Report Date		13/01/2021			
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	Fabricate at site only		
156213	02-12-2020	Executive bags	Delivered		
156263	26-12-2020	Music system	Delivered		
156264	26-12-2020	Yoga mat	Next week delivery		
156265	26-12-2020	Multi gym equipment	Next week delivery		
156267	26-12-2020	Cafetaria tables	Ardes to select model		
156285	30-12-2020	MS Elbow	PO issued, no. 73683		
156287	02-01-2021	MI Cameras	Online purchase		
156292	05-01-2021	CPVC Material	Delivered		
List of requisitions Where PO/WO is prepared and items have not received at site					
156035	29-09-2020	Kids play items	Re-estimate to MD for approval		
156237	14-12-2020	Mortice locks - 3nos	Delivered		
156239	14-12-2020	Eco drain chambers	Cancelled		
156263	26-12-2020	Pedastal fan	Monday delivery		
156266	26-12-2020	Water dispenser	Delivered		
156269	26-12-2020	Kerbee sheets	Monday delivery		

T.D. Murthy
13/1/21.

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

Company:	Silver oak villas LLP	Date:	09-01-2021
Site:	Silver Oak Villas	Prepared by:	G.Mona
Report From / To	01-01-201 to 09-01-2021 (Mon - Fri)	Approved by:	K. Purshotham
Report Date	09-01-2021		

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	Searching Market site.
156143	10-11-2020	1	Badminton Court Poles	
156213	02-12-2020	1	Executive bags	D
156263	26-12-2020	2	Music System	D.
156264	26-12-2020	1	Yoga Mats	Next week.
156265	26-12-2020	2-4	Gym Equipment	4
156267	26-12-2020	1	Cafeteria Tables	AvD u.
156285	30-12-2020	1-18	MS Elbow	P.O. issued 77683
156287	02-01-2021	1	MI Cameras	on line. W.fr D..
156292	05-01-2021	1-35	CPVC Material	P.O. issu-

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	Re. Est. [illegible]
156237	14-12-2020	6	Mortoise lock 03Nos pending	Present no stock at SSLLP Supplier Delivery by Thursday	
156239	14-12-2020	1-8	Eco drain chamber raisers 06 Nos pending	Present no Stock at SSLLP Suppler delivery by Friday	Canc
156263	26-12-2020	1	Pedastal Fan pending	Supplier Delivery by Tuesday	
156265	26-12-2020	1-4	Multi GYM Equipment	Supplier Delivery by Friday	Decali. N.W.D
156266	26-12-2020	1	Water Dispenser	Supplier delivery by Tuesday	D.
156269	26-12-2020	1-2	Kerbee Sheets & MS Square pipe	Supplier Delivery by Friday	Monday
156277	28-12-2020	1	Mirrors 15 Nos pending	Supplier delivery by Monday	
156279	29-12-2020	1-5	TT Bats & Shuttles pending	Supplier delivery by Friday	Decali.
156283	30-12-200	1-7	Sanitary Material pending	Supplier delivery by Monday	D
156291	05-01-2021	1-36	PVC Material	Supplier delivery by Monday	D.

No. of gate passes issued this week:	02	From No.	2145	To No.	2150
Delivery van site visit on:	02-01-201 (SOV), 04-01-2021(SOV), 05-01-2021 (SOV), 07-01-2021 (SOV), 08-01-201 (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.	136716	To No.	13738	
Items sent to HO /vendor that are pending for repair:					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	09-01-2021	09-01-2021	

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!