Prepared by:		T.D. Murthy			
Report Date		21/01/2021			
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 - within 2days		
156143	10-11-2020	Badminton court polls	Fabricate at site only		
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	Delivered		
156287	02-01-2021	MI Cameras	Online purchase		
156300	06-01-2021	Sim based TP link router	Online purchase		
156307	08-01-2021	Anchor Fastner	PO issued no. 73962		
156312	09-01-2021	Single phase starter	PO issued no. 74020		
156317	11-01-2021	Hanging light for ceiling with bulb	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		
156265	26-12-2020	Multi gym equipment	Next week delivery		
156269	26-12-2020	Kerbee sheets	Tomorrow delivery		
156277	28-12-2020	Mirrors	Monday delivery		
156279	29-12-2020	TT Bat & Shuttles	Next week delivery		
156283	30-12-2020	Sanitary material	Delivered		

T. D. Murthy
21/1/21.

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

Company:	Silver oak villas LLP	Date:	16-01-2021
Site:	Silver Oak Villas	Prepared by:	G.Mona
Report From / To	08-01-201 to 16-01-2021 (Mon - Fri)	Approved by:	K. Purshotham
Report Date	16-01-2021		

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	D.a.T.
156143	10-11-2020	1	Badminton Court Poles	S.k
156264	26-12-2020	1	Yoga Mats	5
156265	26-12-2020	2-4	Gym Equipment	5
156267	26-12-2020	1	Cafeteria Tables	Order
156285	30-12-2020	1-18	MS Elbow	~~R.O.~~ Delivered
156287	02-01-2021	1	MI Cameras	On.
156300	06-01-2021	1	Sim based TP link Router	On
156307	08-01-2021	1	Anchor Fastners	73962
156312	09-01-2021	1	Single Phase Starter	74020
156317	11-01-2021	1	Hanging light for ceiling with bulb	D.

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	Re.est-
156265	26-12-2020	1-4	Multi GYM Equipment	Supplier Delivery byThursday	5
156269	26-12-2020	1-2	Kerbee Sheets	Supplier Delivery by Monday	T.
156277	28-12-2020	1	Mirrors 15 Nos pending	Supplier delivery by Tuesday	
156279	29-12-2020	1-5	TT Bats & Shuttles pending	Supplier delivery by Thursday	5
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
156292	05-01-2021	1,25	CPVC 1 1/2" Pipe & Brass Ball Cock	Supplier delivery by Monday	
156302	07-01-2021	1	SS Sink 04 Nos Pending	Present no stock at SSLLP Supplier delivery by Monday	
156303	07-01-2021	1-15	Carpentary materialPending	Supplier delivery by Saturday	Est. will M.D
156305	08-01-2021	1-11	PVC Material Pending	Supplier delivery by Monday	D
156309	09-01-2021	1-17	CP Material Pending	Supplier Delivery by Tuesday	D
156310	09-01-2021	1-7	Sanitary material pending	Supplier Delivery by Tuesday	N. Week
156313	09-01-2021	1	EWC Seat cover 03 Nos Pending	Supplier Delivery by Wednesday	D
156314	09-01-2021	1-17	CP Material Pending	Supplier Delivery by Tuesday	D
156315	09-01-2021	1-7	Sanitary material pending	Supplier delivery by Thursday	N. Week
156317	11-01-2021	2,3	LED Lights pending	Supplier Delivery by Today	D.

No. of gate passes issued this week:	03	From No.	3051	To No.	3053
Delivery van site visit on:	08-01-2021(SOV), 11-01-2021(SOV), 13-01-2021(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.	136739	To No.	13762	

Items sent to HO /vendor that are pending for repair:			
Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Ghor	
Date	16-01-2021	16-01-2021	

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!