Prepared by:		T.D. Murthy			
Report Date		12/2/2021			
Site		Silver Oak Villas 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?
156143	10-11-2020	Badminton court polls	Delivered		
156264	26-12-2020	Yoga mat	Delivered		
156287	02-01-2021	MI Cameras	Online purchase		
156289	04-01-2021	Biometric Device	Monday delivery		
156331	22-01-2021	Main door mats	Online purchase		
156333	21-01-2021	SS Name plates	Hold by M.D.		
156334	22-01-2021	Window curtains	Online purchase		
156340	25-01-2021	Laptop charger & Executive bags	Follow up with Sunil - Sys. Admin.		
156343	27-01-2021	Door Closer	PO to be issue		
156345	27-01-2021	Weighing machine & Sailine stand	Online purchase		
156348	28-01-2021	CTPT Cover with UV Stabilizer	Online purchase		
156349	28-01-2021	Wolpin wall stickers wood wallpapers	Online purchase		
List of requisitions Where PO/WO is prepared and items have not received at site					
156035	29-09-2020	Play Equipments	Supplier arranging for material		
156279	29-12-2020	TT Bat & Shuttles	Delivered		
156292	07-01-2021	CPVC 1 1/2" Pipe & Brass ball cock	Delivered		
156312	09-01-2021	Single phase starter	Delivered		
156313	09-01-2021	EWC Seat cover 03nos	Delivered		
156355	30-01-2021	PVC Coated GI wire	Delivered		

T.D. Murthy
12/2/21.

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

Company:	Silver oak villas LLP	Date:	06-02-2021
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi
Report From / To	29-01-21 to 06-02-2021 (Fri - Sat)	Approved by:	K. Purshotham
Report Date	06-02-2021		

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#
156143	10-11-2020	1	Badminton Court Poles	D
156264	26-12-2020	1	Yoga Mats	D
156287	02-01-2021	1	MI Cameras	Recceived only SD cards, but online cameras po not maid
156289	04-01-2021	1	Biometric Device	Monday
156331	22-01-2021	1-10	Main door mats	
156333	21-01-2021	1	SS name plate	
156334	22-01-2021	1-5	Window Curtains	online
156340	25-01-2021	1	Laptop Charger & Executive Bags	
~~156331~~	~~25-01-2021~~	~~1~~	~~Main dorr mats~~	online
156343	27-01-2021	1	Door closures	
156345	27-01-2021	1	Wighing machine&sailine stand	online
156348	28-01-2021	1	CTPT cover with UV stabilize	
156349	28-01-2021	1	Wolpin wall stickers wood wallpapers	online

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	Material ready with supplier, but delivery will be done after payment ow supp. 10-15
156279	29-12-2020	1-5	TT Bats & Shuttles pending	Payment pending from acounts
156292	05-01-2021	1,25	CPVC 1 1/2" Pipe & Brass Ball Cock	Material at SSLLP
156312	09-01-2021	1	Single Phase Starter	Materail not available at supplier D
156313	09-01-2021	1	EWC Seat cover 03 Nos Pending	Materail ready with supplier but delivery will done after payment
156355	30-01-2021	1	PVC coated GI wire	Materail ready with supplier

No. of gate passes issued this week:	02	From No.	3065	To No.	3066
Delivery van site visit on:	01-02-21,03-02-21,05-02-21				
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.	13807	To No.	13848	
Items sent to HO /vendor that are pending for repair:					
Other corrections & remarks:					

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Meenakshi	

Date	06-02-2021	06-02-2021	

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!