

Prepared by:	T.D. Murthy			
Report Date	27/02/2021			
Site	Silver Oak Villas LLP			
List of requisitions Where PO/WO not prepared 3 working days after requisition:				
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	If material is not delivered - is delay justified?
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 issued no. 75016	
156348	28-01-2021	CTPT Cover with UV Stabilizer	Online purchase	
156361	02-02-2021	Thermo Flask & Coffee cups	Online purchase	
156369	04-02-2021	MI Cameras	Delivered	
156371	06-02-2021	Badminton Court Net	Today delivery	
156376	12-02-2021	IHP & 2HP Starters	PO to be issue	
156379	15-02-2021	Blowers	Delivered	
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	
156289	04-01-2021	Biometric Device	Monday delivery	
156345	27-01-2021	Weighing machine & Sailine stand	Local purchase by Selva Kumar	
156362	02-02-2021	Mirror & Glass	Delivered	
156369	04-02-2021	MI Cameras	Delivered	
156375	12-02-2021	PVC Coated GI wire	Monday delivery	

T.D. Murthy
27/2/21.

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

Company:	Silver oak villas LLP	Date:	20-02-2021	
Site:	Silver Oak Villas	Prepared by:	G.Mona	
Report From / To	13-02-21 to 20-02-2021 (Fri - Sat)	Approved by:	K. Purshotham	
Report Date	20-02-2021			
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*
156331	22-01-2021	1-3, 5-8	Main door mats	
156333	21-01-2021	1	SS name plate	
156334	22-01-2021	1-5	Window Curtains	
156340	25-01-2021	1	Laptop Charger & Executive Bags	
156343	27-01-2021	1	Door closures	PO. du. 25016
156348	28-01-2021	1	CTPT cover with UV stabilize	
156361	02-02-2021	2-3	Thermo Flask & Coffee cups	
156369	04-02-2021	1	MI Cameras	✓ D
156371	06-02-2021	1	Badminton court net (Urgent)	Today
156376	12-02-2021	1,2	1HP & 2HP Starters	
156379	15-02-2021	1	Blowers	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	Material ready with supplier, but delivery will be done after payment..
156289	04-01-2021	1	Biometric Device	Device is not ready with supplier
156345	27-01-2021	1	Wighing machine&sailine stand	Material ready with Supplier, delivery will be done by Friday
156362	02-02-2021	1-3	Mirrors & Glass	Material ready with supplier, delivery will be done by Monday
156369	04-02-2021	1	MI Cameras	Present no Stock with supplier
156375	12-02-2021	1	PVC Coated GI wire	Material ready with supplier, delivery will be done by Tuesday
156377	15-02-2021	1-3	315mm Raisers	Material ready with supplier, delivery will be done by Tuesday
No. of gate passes issued this week:		03	From No.	3072 To No. 3074
Delivery van site visit on:		12-02-2021, 13-02, 15-02-2021, 18-02-2021		
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.	13863	To No.	13872
Items sent to HO /vendor that are pending for repair:				
Other corrections & remarks:				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign				
Date	20-02-2021	20-02-2021		

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