

Prepared by:		T.D. Murthy			
Report Date		18/03/2021			
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	Material delivered?	If material is not delivered - is delay justified?
186333	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	Online purchase		
156394	22-02-2021	Paper Dispenser	PO issued no. 75280		
156403	09-03-2021	Mike	Requisition with M.D.		
156406	06-03-2021	Recron Pillows	Online purchase		
List of requisitions Where PO/WO is prepared and items have not received at site					
156345	27-01-2021	Weighing machine & Sailine stand	Local purchase by Raghu		
156386	20-02-2021	Sanitary Material	Delivered		
156389	20-02-2021	WPC Panel doors - 02nos	Stock at SLLP, please pick it up		
156394	22-02-2021	Paper Dispenser & Dust bins	Saturday delivery		
156402	09-03-2021	Fire Balls	Delivered		
156407	09-03-2021	CP Material	Delivered		

T.D. Murthy
18/3/21

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

Company:	Silver oak villas L.L.P	Date:	16-03-2021	
Site:	Silver Oak Villas	Prepared by:	G.Mona	
Report From / To	05-03-21 to 16-03-2021 (Fri - Sat)	Approved by:	K. Purshotham	
Report Date	16-03-2021			
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#
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	
156394	22-02-2021	1-7	Paper Dispenser	75280.
156403	09-03-2021	1	Mike	
156406	06-03-2021	1	Recron pillows	
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
156345	27-01-2021	1	Weighing machine&sailine stand	Material ready with Supplier, delivery will be done by Friday
156386	20-02-2021	1-6	Sanitary Material	Material ready with supplier, delivery will be done by Monday
156389	20-02-2021	1-3	WPC Panel Doors 02 Nos Pending	No Stock at SSSLP, Supplier delivery by Friday
156394	22-02-2021	1-7	Paper Dispenser and Dust bins pending	Material ready with Supplier delivery will be done by Thursday
156402	09-03-2021	1	Fire Balls 03 Nos Pending	Supplier Delivery by Saturday
156407	09-03-2021	1-18	CP Material Pending	No Stock at SSSLP, Supplier delivery by Friday
No. of gate passes issued this week:		04	From No.	3081 To No. 3084
Delivery van site visit on:		06-03-2021, 10-03-2021, 11-03-2021, 13-03-2021, 15-03-2021		
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.	13908	To No.	13916
Items sent to HO /vendor that are pending for repair:				
Other corrections & remarks: ssss.				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign				
Date	16-03-2021	16-03-2021		

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