

Prepared by:	T.D. Murthy				
Report Date	09-04-2021				
Site	Silver Oak Villas - III				
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?
-	-	-	-	-	-
List of requisitions Where PO/WO is prepared and items have not received at site					
183547	09-03-2021	MS Flat patti - 5 lengths	Delivered		
183554	24-03-2021	18 & 6mm Plywood Sheets	Monday delivery		
183563	30-03-2021	WPC Door frames	Partly delivered, Balance on Monday		
183564	01-04-2021	CPVC Material	Partly delivered, Balance on Monday		
183565	01-04-2021	CP Angle cock and Pillar cock	Delivered		

T.D. Murthy
9/4/21

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

Company:	Silver oak villas LLP	Date:	03-04-2021
Site:	Silver Oak Villas ph-III	Prepared by:	B.Meenakshi
Report From / To	26-03-21 to 03-04-21 (fri to sat)	Approved by:	K Purshotham
Report Date	03-04-2021		

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*

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

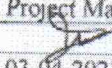
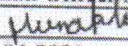
Req No	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^s
183547	09-03-2021	1	MS flat Patti 5 Lengths	Stock Available at Supplier delivery by Tuesday
183554	27-03-2021	1 and 2	Ply wood Sheets 18mm and 6mm	Material ready with supplier
183563	30-03-2021	1 to 5	WPC door frames	Stock available at SSLLP material delivery by Monday
183564	01-04-2021	1 to 31	CPVC material pending	Stock available at SSLLP material delivery by Monday
183565	01-04-2021	1 to 5	CP material angle cock and pillar cock pending	Stock available at SSLLP material delivery by Monday

No. of gate passes issued this week:	Nil / 5	From No.	Nil	To No.	Nil
Delivery van site visit on:	27.03.21, 01.04.21, 02.03.21, 03.04.21				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				

Items not ordered but received:

Other corrections & remarks:

Details of steel & cement stock

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74	-	-	
2.	10mm	.617	7.404	-	-	
3.	12mm	.89	10.68	-	-	
4.	16mm	1.58	18.96	-	-	
5.	20mm	2.47	29.64	-	-	
6.	25mm	3.86	46.32	-	-	
7.	32mm	6.32	75.84	-	-	
8.	Binding wire	-		Nil	Nil	Nil
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	392	PPC/PSC last weeks stock 420
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	03-04-2021			03-04-2021		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@anodiproperties.com, ashwini@anodiproperties.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 DCs / 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 MDs approval/input, 8. S 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!!