Prepared by:		T.D. Murthy			
Report Date		24-04-2021			
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?
156333	21-01-2021	SS Name Plates	Hold by M.D.		
156334	22-01-2021	Window Curtains	Cancelled.		
156340	25-01-2021	Laptop Charger & Executive Bags	Online purchase		
156394	22-02-2021	Broom Holder	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		
156424	26-03-2021	Araldite 03 nos	Delivered		
156429	05-04-2021	Mattresses and Pillows	Delivered		
156431	08-04-2021	100w & 5w LED Lights	Delivered		
156435	09-04-2021	CP Material	Delivered		

T.D Murthy
24/4/21.

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

Company:	Silver oak villas LLP	Date:	17-04-2021
Site:	Silver Oak Villas	Prepared by:	P.Aishwarya
Report From / To	09-04-2021 to 17-04-2021(Fri to Sat)	Approved by:	K.Purshotham
Report Date	17-04-2021		

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		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	7	Broom Holders	

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	1-3	Weighing machine& saline stand	Material ready with supplier, will be delivered by Wednesday
156424	26-03-2021	7	Araldite 03 Nos pending	No stock at SSLLP
156429	05-04-2021	1-2	Mattress & Pillow	Material ready with supplier, will be delivered by Monday
156431	08-04-2021	2-3	100 w&5wLED Lights	Material ready with supplier,will be delivered by Monday
156435	09-04-2021	1 to 10	CP Material pending	No stock at SSLLP

No. of gate passes issued this week:	2/5	From No.	3096	To No.	3097

Delivery van site visit on: 10-04-2021, 12-04-2021, 14-04-2021, 16-04-2021

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			-		

OPC stock		OPC last weeks stock		PPC/PSC stock	0	PPC/PSC last weeks stock	0

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		Aishwarya	
Date	17-04-2021	17-04-2021	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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. $ 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!