Prepared by:		T.D. Murthy			
Report Date		07-05-2021			
Site		Silver Oak Villas - III			
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?
183589	21-04-2021	Landline Telephone	Online purchase	-	-
183590	22-04-2021	Biometric Machine	Under estimate		
List of requisitions Where PO/WO is prepared and items have not received at site					
183563	30-03-2021	WPC Door frames	Partly delivered, Balance on Monday		
183575	10-04-2021	Recron 2bags	This week delivery .		
183582	15-04-2021	Tandoor Stones	This week delivery		

T.D. Murthy

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

Company:	Silver Oak Villas part-III	Date:	30-04-2021
Site:	Silver Oak Villas part-III	Prepared by:	B Meenakshi
Report From / To	23-04-21 to 01-05-21(fri to sat)	Approved by:	K Purshotham
Report Date	30-04-2021		

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#
183589	21-04-2021	1	Landline Telephone	
183590	22-04-2021	1	Biometric Machine	

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$
183563	30-03-2021	1 to 5	WPC door frames7'X3'	Stock Not available at SSLLP.
183575	10-04-2021	1 to2	Recron 2 bags pending	Stock Not available at SSLLP
183582	15-04-2021	1	Tandoor stone	Stock ready with supplier delivery by Monday.

No. of gate passes issued this week:	Nil / 5	From No.	Nill	To No.	Nill
Delivery van site visit on:1	28.04.21,29.04.21,30.04.21				
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	-		Nill	Nill	Nill

OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	110	PPC/PSC last weeks stock	523

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	30-04-2021	30-04-2021	

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 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!