

Prepared by:		T.D. Murthy			
Report Date		18-06-2021			
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?
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	Online purchase		
156432	08-04-2021	Telescopic pole with two side arm	PO to be issue		
156456	06-05-2021	Executive bags	Online purchase		
List of requisitions Where PO/WO is prepared and items have not received at site					
156464	31-05-2021	Sprinkler and water pipes	Delivered		
156462	26-05-2021	LED Lights	Delivered		

T.D. Murthy
18/6/21

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

Company:	Silver oak villas LLP	Date:	12-06-2021			
Site:	Silver Oak Villas	Prepared by:	P. Aishwarya			
Report From / To	04-06-2021 to 12-06-2021(Fri to Sat)	Approved by:	K. Purshotham			
Report Date	12-06-2021					
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			
156432	08-04-2021	1	Telescopic pole with two side arm			
156456	06-05-2021	1	Executive bags			
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*		
156464	31-05-2021	1-4	Sprinkler and water pipes	Material ready with supplier and will be delivered by next week		
156462	26-05-2021	1	LED Lights	Material ready with supplier and will be delivered by Tuesday		
No. of gate passes issued this week:		4/5	From No.	3464	To No.	3467
Delivery van site visit on: 11-06-2021,10-06-2021,08-06-2021,7-06-2021						
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
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign						
Date	12-06-2021			12-06-2021		

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 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. \$ 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!