Prepared by:		T.D. Murthy			
Report Date		23-07-2021			
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?
156478	21-06-2021	Telescopic Pole	PO tobe issue		
156480	21-06-2021	Window Curtains	Searching in a market		
156502	08-07-2021	Garbage box	PO issued no. 78897		
156508	14-07-2021	AMC for equipments	Under estimate		
List of requisitions Where PO/WO is prepared and items have not received at site					
156477	17-06-2021	MI Cameras	Next week delivery		
156487	25-06-2021	Weighing machine, Medical bed & Saline stand	Next week delivery		
156492	28-06-2021	Coffee Powder	Delivered		

T.D. Murthy

23/7/21.

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

Company:	Silver Oak Villas LLP	Date:	17-07-2021
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi
Report From / To	09-07-21 to 17-07-21(fri to sat)	Approved by:	K Purshotham
Report Date	17-07-2021		

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#
156478	21-06-2021	1	Telescopic pole	
156480	21-06-2021	1 to 5	Window curtains	
156502	08-07-2021	1	Garbage box	
156508	14-07-2021	1 to 3	AMC for Equipments	78897

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$
156477	21-06-2021	1	MI cameras	Materail delivery by Monday
156487	25-06-2021	1 to 3	Weighing machine,medicalbed, saline stand	Materail delivery by tuesday
156492	28-06-2021	1	Coffee powder	Materail delivery by monday

No. of gate passes issued this week:	Nil / 5	From No.	3490	To No.	3492
Delivery van site visit on:1	12.07.21,14.07.21,15.07.21,16.17.21,17.07.21				
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	Nill	PPC/PSC last weeks stock	Nill

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	17-07-2021	17-07-2021	

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!