Prepared by:		T.D. Murthy			
Report Date		21-08-2021			
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?
156480	21-06-2021	Window Curtains	Searching in a market		
156519	16-07-2021	Laptop bags	Online purchase		
156535	24-07-2021	Chairs and Fritids material for Club House	Online purchase		
156536	24-07-2021	Ikea cabinets	Online purchase		
156546	03-08-2021	Al. windows	Estimate with M.D.		
List of requisitions Where PO/WO is prepared and items have not received at site					
156502	08-07-2021	Garbage box	Next week delivery		
156537	26-07-2021	Flipper machine spare parts	Follow up with the supplier		
156545	05-08-2021	Cylinderical locks	Next week delivery		

T.D. Murthy

21/8/21.

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

Company:	Silver Oak Villas LLP	Date:	14-08-21
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi
Report From / To	06-08-21 to 14-08-21(fri to sat)	Approved by:	K Purshotham
Report Date	14-08-21		

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#
156480	21-06-2021	1 to 5	Window curtains	
156519	16-07-2021	1	Laptop bags	
156535	24-07-2021	1 to 3	Chairs and Fritids materail for club house	
156536	24-07-2021	1 to 5	Ikea cabinates	
156546	03-08-2021	1 to 5	Al.windows	

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$
156502	08-07-2021	1	Garbage box	Material delivery by Wednesday
156537	26-07-2021	1 to 9	Flipper machine spare parts pending	Material ready with supplier but supplier said adavance payment not received .
156545	05-08-2021	1 to 9	Cylindrical locks pending	No stock at ssllp

No. of gate passes issued this week:	1/5	From No.	5954	To No.	5954
Delivery van site visit on:1	06.08.21,09.08.21,11.08.21,12.08.21,13.08.21				
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	14-08-21	14-08-21	

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!