

Prepared by:		T.D. Murthy			
Report Date		11-09-2021			
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?
156480	21-06-2021	Window Curtains	Please cancel req. and send new one		
156519	16-07-2021	Laptop bags	Please cancel req. and send new one		
156536	24-07-2021	Ikea cabinets	Online purchase		
156556	31-08-2021	Electrical Wires	PO issued no. 80223		
List of requisitions Where PO/WO is prepared and items have not received at site					
156502	08-07-2021	Garbage box	Delivered		
156545	05-08-2021	Cylindrical locks	Delivered		
156552	24-08-2021	White buckets	Next week delivery		

T.D. Murthy
11/9/21

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

Company:	Silver Oak Villas LLP	Date:	04-09-2021				
Site:	Silver Oak Villas	Prepared by:	Ch. Pranavi				
Report From / To	27-08-2021 to 04-09-2021(fri to sat)	Approved by:	K Purshotham				
Report Date	04-09-2021						
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#			
156480	21-06-2021	1 to 5	Window curtains				
156519	16-07-2021	1	Laptop bags				
156536	24-07-2021	1 to 5	Ikea cabinates.				
156556	31-08-2021	1 to 12	Electrical wires.				
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 ^s			
156502	08-07-2021	1	Garbage box	Material not available at supplier			
156545	05-08-2021	1 to 9	Cylindrical locks 13 nos pending	No stock at sslp			
156552	24-08-2021	1	White bucket	No stock at sslp			
No. of gate passes issued this week:		3/5	From No.	5957 To No. 5959			
Delivery van site visit on:1		27-08-21, 28-08-21, 31-08-21, 01-09-21, 03.09.21					
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	-		Nil	Nil	Nil	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock	Nil
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		04-09-2021		04-09-2021			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@modiproperties.com and rajakumari@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!