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

				1	18-11-2022			
Company:	Silve	r Oak Villas		Date:	K.Tulasi Rani			
THE RESERVE THE PROPERTY OF THE PARTY OF THE		r Oak Villas part-II	Π	Prepared by:	K Purshotham			
Site: Silver Oak Villas part-III  Report From / To			22(Fri to	Approved by:	K Pulshoulam			
D D. to		1-2022						
Report Date		missing in the repo	ort*:					
List of requisit	ions where PC	ANO not prepared	3 working	g days after requisition:				
Req No.	Req Date	eq Date Serial no of item in Req		Item Description	Reason for not preparing PO/WO*			
		nem m reeq						
T ' C	lama vuhama DO	AVO is propored as	nd itoms h	ave not been received at site	beyond the lead time:			
Req No.	Req Date	Serial no of item in Req.	ilu items il	Item Description	supplier <sup>s</sup>			
184682	03-10-22	1-3	Mach	narla stone Yellow, Black, Chocolate color	Material available delivered by Monday			
184711	15-10-22	1-3	Panel Doors 975WX2025HMM & 675X2025HMM & Mortise Lock		Material available delivered by Monday			
184718	20-10-22	1-7		UPVC Windows	Supplier Can fix the windows by Next Week			
184730	27-10-22	1-13	El	ectrical Copper Wires	Material available delivered by Monday			
184736	29-10-22	1-13		ectrical Copper Wires	Material available delivered by Monday			
184737	29-10-22	1-13	Electrical Copper Wires		Material available delivered by Monday			
184747	31-10-22	1-2	Vertified Tiles Carrara and Country Rosso		Part Material available delivered by Tuesday			
184748	31-10-22	1-2	Vertified Tiles Ispira carrara		Stock Not Available			
184750	31-10-22	1-7	Bathroom Tiles Luna & Malaysina Brown & Jaipur panna		Material available delivered by Tuesday			
184758	01-11-22	1-13	El	ectrical Copper wires	Material available delivered by Monday			
184761	02-11-22	1-7		UPVC Windows	Supplier Can fix the windows by Monday			
184762	02-11-22	1-7		UPVC Windows	Supplier Can fix the windows by Monday			
184763	02-11-22	1-7		UPVC Windows	Supplier Can fix the windows by Monday			
184764	02-11-22	1-7		UPVC Windows	Supplier Can fix the windows t Monday			
184772	04-11-22	1-13	El	ectrical copper wires	Material available delivered by Wednesday			
184775	09-11-22	1-7		UPVC Windows	Supplier Can fix the windows by Monday			
184776	09-11-22	1-7	UPVC Windows		Supplier Can fix the windows by Monday			
184779	09-11-22	1	In	ternal Door Beading	Material available delivered by			
184782	10-11-22	1-4	Vertified	d Tiles Urbanwood dark & Carrara & Biblios	Part Material Available It will			
184788	15-11-22	1-7	Wall	& Floor Tiles Luna &	Material Available Delivered by			
184790 15-11-22 1-7		Wall	& Floor Tiles Luna &	Tuesday  Material Available Delivered by				

184791	15-11-22	1-12	Malaysian B	oor Tiles Luna & rown &Jaipur Panna Iltra Sprinkle	Material Available Delivered by Tuesday					
184795	16-11-22	1-5	Plumbin	Material available delivered by Monday						
No of cate n	asses issued this v	vaalr:	3/5	6849	To No.		7201			
Delivery van		vcck,		From No. 1-22,17-11-22,19-11-	-22					
		etack report ema		ed in pdf format to purchase?			Yes			
			med in par format	to parenties.						
	ered but received									
	ions & remarks:									
	el & cement stoc		W4 C 10	Wt. for 12 mtr   Stock at site – no of			tock at Previous stock in K			
Sl. No	ttt	Wt per mtr	Wt. for 12 mtr	rods	site in	1101100	Ticvious stoom as ==8=			
		kgs	rod – kgs	Tods	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	OPC stock Nill OPC last weeks stock		Nill	PPC/PSC stock	0		PPC/PSC last   49			
						weeks stock				
	Details Project Manager		er	Admin Officer/Mana		Admin Aud	ıt			
Sign		7								
Date 18-11-2022		18-11-2022	18-11-2022							

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>, ashaiya@modiproperties.com and <a href="mailto:rajkumarn@modiproperties.com">rajkumarn@modiproperties.com</a> 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 DC's / 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 MD's 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!

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

Company:	Silver (	Oak welfare assoc	ciation	Date:		1	18-11-2022			
Site:	Silver C	Silver Oak Villas -III			Prepared by:		K.Tulasi Rani			
Report From / To 11-11-2022 to 18-11-2022 (Fr to sat)			22 (Fri			K Purshotham				
Report Date	18-11-2									
List of requisit	tions numbers mi	issing in the repo	ort*:							
List of requisit	tions where PO/V	WO not prepared	3 worki	ng days :	after requisition	1:				
Req No. Req Date		Serial no of ite in Req			em Description		Reason for not preparing PO/WO#			
List of requisi	itions where PO/V	UO is prepared ε	and items	have not	t been received	at sit	e beyond	the l	ead time:	
Req No.	Req Date	Serial no of ite in Req.					Details of discussion with supplier <sup>s</sup>		h supplier <sup>s</sup>	
No. of gate pr	aggan ignued this .	1		·-		4	CO 40 T			<b>70</b> 01
Delivery van s	asses issued this v	veek:	3/		From No.		6849 To No. 7201			
		at a als man ant anna	13-	11-22,13	5-11-22,17-11-2	22,19 	-11-22			
The manufacture of	(MRN/other) &	stock report ema	ilea in pa	if format	t to purchase? Yes					
	ered but received:	<u>:</u>								
	ions & remarks:	1								
Sl. No	el & cement stock		777. 0		Ta. 1	T G.	• • • •		1	
SI. 140	Tor size	Wt per mtr	Wt. for				ck at site	ın	Previous sto	ock in Kgs
1.	8mm	.395	rod – kg	gs 4.74		1	Kgs			
2.	10mm	.617		7.404		-			-	
3.	12mm	.89		10.68		+-				
4.	16mm	1.58		18.96		+-			-	
5.	20mm	2.47		29.64		<del>  -</del>				
6.	25mm	3.86		46.32 -			-		1	
7.	32mm	6.32		75.84						
8.	Binding wire			75.5.	Nill	Nill			Nill	
OPC stock	Nill	OPC last	Nill		PPC/PSC Ni			P	PC/PSC last	Nill
	1	weeks stock			stock	- 1444		- 4	eeks stock	INIII
Details		Project Manage	er		Admin Officer/Man					
Sign										
Date		18-11-2022			18-11-2022		1			

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

Company:		MHPI	SOV		Da	le'		10	1 2022			
Site: Silver Oak Villas part-III			-111	Prepared by:			the same of the sa	18-11-2022				
			-2022 to 18-11-2022 (Fri			Approved by:		K.Tulasi Rani K Purshotham				
_			-2022									
List of requ	isitions nu	mbers m	issing in the re	port*.								
List of requ	isitions wh	ere PO/	WO not prepare	ed 3 working	day	a after requisiti						
List of requisitions where PO Req No. Req Date		Date	Serial no of item in Req		Item Description			Rea	Reason for not preparing PO/WO			
185316	185316 17-10-22 1		1		ctrica	al Diesel Gener	ator		Requisition Send to Procurement Team			
List of requ	isitions wh	ere PO/\	WO is prepared	and itama ha		-41						
Req No.	Req	Date	Serial no of	and items na	nd items have not been received at site be Item Description				eyond the lead time:  Details of discussion with supplier <sup>s</sup>			
105221			item in Req					2011	Zetails of discussion with supplier			
183331	185331 11-11-22		1-2		Plumbing PVC 50mm End Cap and 45 degrees Long Bend 50mm			Material available delivered by Monday				
					5-00	zong zona zo	711111	IVIOIIG	ау			
No. of gate	passes issu	ed this w	veek:	3/5	T	From No.		6849	To No.	7201		
Delivery van site visit on:				15-		-22 17-11-22 19-11-22			7201			
Inward repo	rt (MRN/o	ther) & s	stock report em	ailed in ndf fo	orma	t to purchase?	,19-11-4		37			
sItems not o	rdered but	received	·	anea in par ic	Jillia	to purchase?			Ye	es 		
Other correct			•									
Details of st							-:					
Sl. No Tor size			Wt per mtr	Wt. for 40fe	eet	Stock at site	Stock	at site in	t site in Previous stock in			
		kgs		rod – kgs				Kgs		Previous stock in Kgs		
1.	8mm		.395	4	1.50	155	698		-			
2.	10mm		.617	7	7.50	-	-		-			
3.	12mm		.89		).67	100	1067		-			
4.	16mm		1.58		3.96	150	2844		-			
5.	20mm		2.47		.63	_	-		-			
6.	25mm		3.86		.30	-	-		-			
7. 8.	32mm		6.32	66	.67	-	-					
	Binding		-			Nill	Nill		Nill			
OPC stock Nill		- 1	OPC last Nill weeks stock			PPC/PSC -			PPC/PSC last -			
Details			Project Manager			stock Admin Officer/Manager		weeks stock		and the second s		
Sign			- France Manager			Aumin Officer/Manager			Admin Au	dit		
Date			18-11-2022			18-11-2022						

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5. Mention PO & MRN no. on DC's / bills 6. Report to be sumed by Admin manager. 8. Suggested remarks - Ready with supplier, Supplier not contacted/, Supplier not reachable, Material in transit, WO - under abrication, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Diachase 15 send resolutions of 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!