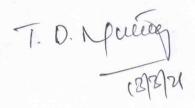
Prepared by:	•••••	T.D. Murthy			<u> </u>		
Report Date		13/03/2021					
Site		Silver Oak Villas LLP					
ist of requisit	ions Where PO/	WO not prepared 3 working days after req	uisition:				
No	Date Date	Material Descscription	Purchase Officer - Remarks		If material is not delivered is delay justified?		
183524	12-02-2021	Single Phase Starter			is delay justified?		
183535	22-02-2021	GI Sheets & Nut bolts	Clarification require from site GI Sheet delivered & Nut bolts monday delivery				
ist of requisiti	ons Where PO/	WO is prepared and items have not receive	d at site	1	1		
183526	06-03-2021	Concealed Flush Tank	Delivered SLi	<u>.</u>			
183530	17-02-2021	Drill bit - 5mm	Supplier arranging for material				
	***************************************			1			
<u> </u>							



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

Company:			Silver oak villas LLP		Date:	1064	06-03-2021			
Site:		Silver	Oak Villas ph-I	П	Prepared by:	B Meenakshi				
Report From / To		26-02-	21 to 06-03-21(fri to sat)	Approved by:	Contract Con	urshotham			
Report Date (06-03-	2021		5 10 10 10 10 10	14 TO SHOUGHI				
List of requi	sitions n	umbers i	missing in the re	port*;	1223 111 122			******************		
Last of requi	sitions v	vhere PO	/WO not prepar	ed 3 worki	ng days after requis	ition:				
Red No.	Re	q Date	Serial no of item in Reg.	Item Description		Reason for not preparing PO/Wo				
183524	12-02-21		1	Single phase starter						
183535	535 22-02-21		4 to 7	GI sheet and Nuts and bolts					10 mm	
List of requis	itions w	here PO	WO is propagate	and its						
Reg No.	Rec	Date	Serial no of	Trans	have not been receive	ved at si	te beyond t	he lead	time:	
			item in Reg.	110	Item Description		Details of discussion with			
183526	06-0	3-2021	1	Conc	led Flush Tank		supplier ^s			
			1000	The state of the s		Stock at SSLLP Monday delivered by supplier				
183530 17-0		-2021	1	Drill bits mm 6 Nos		Stock not available At supplier				
					2017					
Vo. of gate pa	sses issa	ued this v	veek:	Nill	From No.		T			
Delivery van site visit on:					27 02 21 01 02	To No. 21,03.03.21,06.03.21				
urchase?			stock report emi	uled in pdf	format to	1,03,0		/No		
				n No.	1046	T	To No. 1071		071	
tems not orde					Nil		V.110.		10/1	
ems sent to I	IO /veni	dor that a	re pending for r	epair:					and the second	
ther correction	ons & re	marks:								
Details		Pı	oject Manager				1144			
Sign			T. Olevi Manager		Admin Officer/Man	lager	ager Admin Audit			

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