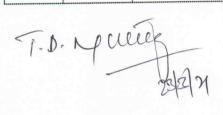
Prepared by:		T.D. Murthy			
Report Date		23/03/2021			
Site		Silver Oak Villas LLP		<u> </u>	
List of requisit	ions Where PO/	i. WO not prepared 3 working days after req	uisition:		70 1
Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered is delay justified?
186333	21-01-2021	SS Name Plates	Hold by M.D.		
156334		Window Curtains	Online purchase		
156340		Laptop Charger & Executive Bags	Online purchase		
156394		Broom Holder	Online purchase		
156403	09-03-2021	•	Online purchase		
156414	17-03-2021	Coffee Powder	PO issued no. 75795		
List of requisit	tions Where PO	/WO is prepared and items have not receive	ed at site		
156345	27-01-2021	Weighing machine & Sailine stand	Local purchase by Raghu		
156386	20-02-2021	Sanitary Material	Delivered		
156406	06-03-2021	Recron Pillows - 03 nos	Stock at SSLLP, please pick it up		
156411	17-03-2021	Stop Cock 10nos	Delivered		
156413		General material	Delivered		
156415		Labels & Calculators	Delivered		
					<u> </u>



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

Company:		Silver oak villas LLP			Date:	20-03-2021		
		Silver Oak Villas			Prepared by:	G.Mona		
Report From / To 14-03 Sat)		Sat)	-21 to 20-03-2021 (Fri -		Approved by:	K. Purshotham		
Report Date 20-03-2								
List of requisi	tions n	umbers n	nissing in the re	port*:				AND SERVICE
List of requisi	itions w	here PO	WO not prepare	ed 3 worki	ng days after requisit	ion:		
Req No.	Req Date		Serial no of item in Req.	Item Description		Reason for not preparing PO/WO*		
156333	21-01-2021			SS name plate				
156334	22-01-2021		1-5	Window Curtains				
156340	6340 25-01-2021		1	Laptop Charger & Executive Bags				
156394	22-02-2021		7	Broom Holders				
156403	403 09-03-2021			Mike				
156414	4 17-03-2021			Coffee powder		75795		
List of requisi	tions w	here PO/	WO is prepared	and items	have not been receiv	ed at site l	eyond the	lead time:
Req No.	Req	Date	Serial no of item in Req.	Ite	m Description	Det	Details of discussion with supplier	
156345	27-0	1-2021		Weighing machine&sailine stand		Material ready with Supplier, delivery will be done by Tucsday		
156386	20-0	2-2021	1-6	Sanitary Material		Material ready with supplier, delivery will be done by Monday		
156406	06-0	3-2021	1	Recron Pillows 03 pairs pending		Online purchase, Delivery will be done within a week		
156411	17-0	3-2021	7	Stop cock 10 Nos pending		No stock at SSLLP		
156413	17-0	3-2021	4,9,17	General material pending		Material is ready at SSLLP, Delivery will be done byMonday		
156415	17-03	3-2021	9	Labels &	Calculators 03 Nos pending	Material is ready at SSLLP, Delivery will be done byMonday		
No. of gate pa	sses iss	ued this	week:	04	From No.	3085	To No.	3088
Delivery van s	cite visit	on:			13-03-2021,16-03-20	21 18-03-	2021.19-03	-2021
			& stock report				Yes/1	
Items not orde	red but	received			Nil			
DC register Sl. No. during the		week Fro	om No.   13917		To No. I		13934	
Contraction of the Contraction o		A PARTICIPATION OF THE PARTICI	are pending for	гераіг:				
Other correction	ons & re	emarks:	ssss - III					
		Project Manager		Admin Officer/Mar	ager Admin Audit			
Sign			W/		(2) Nous			
Sign					The state of the s			

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