Prepared by:		T.D. Murthy			
Report Date		08-05-2021			
Site		Silver Oak Villas LLP			
List of requisit	ions Where PO/	WO not prepared 3 working days after requ	uisition:		
Requisition Requisition Date		Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered is delay justified?
156333	21-01-2021	SS Name Plates	Hold by M.D.		
156334	22-01-2021	Window Curtains	Online purchase		
156340	25-01-2021	Laptop Charger & Executive Bags	Online purchase		
156394	22-02-2021	Broom Holder	Online purchase		
List of requisit	ions Where PO/	WO is prepared and items have not receive	ed at site		
156441		Panel Doors	Next week		
156449	26-04-2021	SS Name Plates	Next week		

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

Company: Silver		er oak villas LLP		Date:		THE R	08-05-2021				
		lver Oak Villas		Prepared by:			P.Aishwarya				
Report From / To		30-04-2021 to 08-05-2021(Fri to Sat)		Approved by:			K.Purs	hotham			
Report Date		3-05-2021					200				
list of remisi	tions number	ers missing in the rep	ort*:			WELL.					
List of requisi	tions where	PO/WO not prepared	1 3 workin	g days a	fter requisit	tion:					NATO!!
Req No.		Req Date		Item Description			Reaso	on for no	ot preparir	ig PO	/WO"
156333	21-01-2		SS	SS name plate						-	
156334	22-01-2		Window Curtains		ırtains						
156340	25-01-2		The second secon	Laptop Charger & Executive Bags							
156394	22-02-2	021 7	Br	Broom Holders							
List of requisi	itions where	PO/WO is prepared	and items !	nave not	been receiv	ed at s	site bey	ond the	lead time:		
Req No.	Req D		Item Descrip		iption		Details of discussion with supplier <sup>s</sup>				
156441	19-04-2	The state of the s		Panel doors			No stock at SSLLP				
156449	26-04-2		SS	SS NAME Plate		Material ready with supplier and will be delivered by Tuesday					
No. of gate passes issued this week:  Delivery van site visit on: 30-04-2021, 03-			2/5 05-2021(D	-2021(Driver went to Akara asha from 4-05-21 to 07-05-2021)						3458	
Inward report	t (MRN/oth	er) & stock report em	ailed in pd	Liormat	to purchase	25			1037	140	
Items not ord	lered but rec	eived:					-	0.451			
Other correct	ions & rema	arks: We have taken i	new gate pa	iss book	with series	startin	ig from	3451			
Details of ste									D :		ala in Vac
SI. No	Tor size	Wt per mtr kgs	Wt. for rod - kg	S	Stock at si		Stock at site in Kgs		Previous stock in Kg		ick in Kgs
1.	8mm	.395	-	4.74	-						
2.	10mm	.617		7.404	-						
3.	12mm	.89	-	10.68	-						
				18.96	-						
4.	16mm	1.58									
4. 5.	16mm 20mm	2.47		29.64	-					-	
				29.64 46.32	-					16	
5.	20mm	2.47		29.64	-						
5. 6.	20mm 25mm 32mm	2.47 3.86 6.32		29.64 46.32	- - -						
5. 6. 7.	20mm 25mm	2.47 3.86 6.32 vire OPC last		29.64 46.32	- - - PPC/PSC stock		0		PPC/PSC weeks sto	ck	0
5. 6. 7. 8. OPC stock	20mm 25mm 32mm	2.47 3.86 6.32 vire OPC last weeks stock		29.64 46.32	PPC/PSC stock	OG 000/N	Managa			ck	0
5. 6. 7. 8.	20mm 25mm 32mm	2.47 3.86 6.32 vire OPC last		29.64 46.32	PPC/PSC stock		Managa		weeks sto	ck	0

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