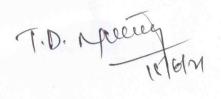
Prepared by:		T.D. Murthy			
Report Date		18-06-2021			
Site		Silver Oak Villas LLP			
List of requisit	ions Where PO/	WO not prepared 3 working days after rec	quisition:		
Requisition	Requisition	Maria Description	Purchase Officer - Remarks	Material	If material is not delivered -
No	Date	Material Desescription	sescription Purchase Officer - Remarks		is delay justified?
156333	21-01-2021	SS Name Plates			
156334	22-01-2021	Window Curtains	Online purchase		
156340	25-01-2021	Laptop Charger & Executive Bags	Online purchase		
156432	08-04-2021	Telescopic pole with two side arm	PO tobe issue		
156456	06-05-2021	Executive bags	Online purchase		
List of requisit	ions Where PO/	WO is prepared and items have not receive	ed at site		
156464	31-05-2021	Sprinkler and water pipes	Delivered		
156462	26-05-2021	LED Lights	Delivered		
T .					
-					



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

Company: Silve		Silver	rer oak villas LLP		Date:		12-06-2021					
		Silver	er Oak Villas		Prepared by:			P. Aishwarya				
Report From / To 04-0 Sat)			06-2021 to 12-06-2021(Fri to		Approved by:			THE RESERVE AND ADDRESS OF THE PERSON NAMED IN COLUMN	shotham	1		
Report Date 12-0		12-06-	06-2021									
			nissing in the rep	ort*.		TO STORM LESS MANAGEMENT						
List of requ	isitions whe	ere PO/	WO not prepare	d 3 working	days	s after requi	sition:					
Reg No.		Date	D/WO not prepared 3 working days after requisition: Item Description Reason for not preparing PO/WO*								DOANO#	
156333		-2021			Contract of the Contract of th		IXCGS	<i>J</i> 11 101 11	or preparing i	-O/WO		
156334	The second second second second	-2021	1-5		Window Curtains							
156340	25-01-2021		1	Lapt	Laptop Charger & Executive Bags							
156432	08-04-2021		1 1	Telesc	Telescopic pole with							
156456	06-05-2021		1	Exe	Executive bag							
List of requ	isitions whe	re PO/	WO is prepared	and items ha	ave no	ot been rece	ived at	t site bevo	and the	lead time		
Req No.	Req	Date	Serial no of item in Req.	Item	Item Description			Details of discussion with supplier ^{\$}				
156464	31-05	-2021	1-4	Sprinl	cler a	nd water	Material ready w			ith supplier and will be delivered by next week		
156462	26-05	-2021	1	L	ED L		Material ready with supplier and will be delivered by Tuesday					
No. of gate passes issued this		d this v	week:	4/5	4/5 From No.		3464	3464 To No		The state of the s		
Delivery var	n site visit o	n: 1	1-06-2021,10-0	6-2021,08-0	6-202	1,7-06-202	1					
Inward repo	rt (MRN/otl	her) &	stock report ema	iled in pdf f	orma	t to purchas	e?			Yes / No		
Items not or	dered but re	ceived										
Other correct	ctions & ren	narks:										
Details of st	eel & cemer	nt stock										
SI. No Tor size			Wt per mtr kgs	Wt. for 12 rod – kgs	mtr	tr Stock at si		Stock at site in Kgs		Previous stock in Kgs		
1.	8mm		.395		4.74	-						
2.	10mm		.617	7	.404					TO STATE THE		
· 3.	12mm		.89	1	0.68							
4.	16mm		1.58	1	8.96							
	20mm		2.47	2	9.64							
5.			3.86	4	6.32	12						
5. 6.	25mm			The second secon	201							
The second section is a second second section in the second secon	25mm 32mm	Control of	6.32	7	5.84		All San Carlotte Street					
6.		vire		7	5,84							
6. 7. 8.	32mm	vire		7	3,84	PPC/PSC stock	()		PC/PSC last reeks stock	0	
6. 7.	32mm	vire	6.32 OPC last		3.84	PPC/PSC stock Admin Of	ficer/N		W	eeks stock	0	
6. 7. 8. OPC stock	32mm	vire	6.32 OPC last weeks stock		3.84	PPC/PSC stock Admin Of			W		0	

Note: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <u>purchase@modiproperties.com</u>, <u>ashaiya@modiproperties.com</u> and <u>raikumarn@modiproperties.com</u> 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!