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

Company: Silve		Silver	er oak villas LLP			e: '	26-06-2021				
Site: Silv		Silver	ver Oak Villas			pared by:		P.Aishwarya			
Report From / To 18-0 Sat)			06-2021 to 26-06-2021(Fri to			Approved by:		K.Purshotham			
Report Dat		26-06									
List of requ	uisitions nu	mbers r	missing in the re	port*:		11 20 12				Harrison .	
List of requ	uisitions w	here PO	/WO not prepare	d 3 working	day	s after remisir	tion	2:			
Reg No.	Req No. Req Date		Item		Description		101		05.0	of acceptance	DO AVIOS
156333		1-2021	1			e plate	Reason for no		or preparing	PO/WO"	
156334			1-5		Window Cur					71 200	
156478			1		Telescopio			2.24.00			
156476			1	Blowe							
156470			i i			v curtains			en justi		
		O MOMI		AAIII	uow	curtains					
List of real	isitions w	ere PO	WO is prepared	and itame he		at bear as a					1000
Req No.	Ren	Date	Serial no of	Trom	Dog	ot been receiv	ea	at site beyond	the	lead time:	
		1 Dute	item in Req.			сприон		Details of	disc	cussion with	supplier ^s
156477	17-0	6-2021			MI Cameras		3.4		2.1	41 144	
., 00				IVI			Material ready with supplier will be delivered by next week				
No. of gate	passes issu	ed this	week	2/10		From No.	34	76 T	o No		2455
Delivery va			20.06.21,26.06				24	70 110	JINC).	3477
			stock report em	ailed in ndf f	orma	t to nurchace?	,			Yes/No	
Items not or				Par .		c to parcinase:				1 68 / NO	
Other corre								Maria Santia		***************************************	
Details of st		-									
Sl. No	Tor size		Wt per mtr	Wt. for 12		0 1 - 2					
OI. INO	101 5120		kgs	rod - kgs		Stock at site			n	Previous stock in Kgs	
1	8mm		.395	A	4.74	- no of rods	\$	Kgs			
2.	10mm		.617	\$ CONTRACTOR OF THE PARTY OF TH	*****	-					
3.	12mm		.89		.404	-		38700		\$25 miles	100000
4.	16mm				0.68				270	75 5	
5.	20mm		1.58		8.96	-				3445	
6.	Marie Commission of the Commis		2.47		9.64	-					****
7.	25mm 32mm		3.86		6.32	-					
8			6.32	7:	5.84	-				1000000	
	Binding	wire	ongi			-					
OPC stock			OPC last weeks stock			PPC/PSC stock				PC/PSC last eeks stock	0
Details	Details		Project Managef			Admin Officer		cer/Manager Ac		Admin Audit	
Sign			4/	1000		Ashur	عالر	F			
Date			26-06-2021			26-06-202	1		1		

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

Prepared by:		T.D. Murthy			
Report Date		03-07-2021			
Site		Silver Oak Villas LLP			
List of requisit	tions Where PO	/WO not prepared 3 working days after rec	usisition:		
Requisition Requisition No Date		Material Desescription	Purchase Officer - Remarks	Material delivered?	If material is not delivered is delay justified?
156333	21-01-2021	SS Name Plates	Cancelled.		is actay justified:
156334		Window Curtains	Cancelled.		
156478	21-06-2021	Telescopic Pole	PO tobe issue		
156476	12-06-2021	Blower	Delivered		
156470	21-06-2021	Window Curtains	Online purchase		
List of requisit	ions Where PO/	WO is prepared and items have not receive	ed at site		
156477	17-06-2021	MI Cameras	Monday delivery		
	2 (1				

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