

Prepared by:	T.D. Murthy			
Report Date	10-07-2021			
Site	Silver Oak Villas LLP			
List of requisitions Where PO/WO not prepared 3 working days after requisition:				
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	If material is not delivered - is delay justified?
156478	21-06-2021	Telescopic Pole	PO tobe issue	
156470	21-06-2021	Window Curtains	Please check Req. no. is incorrect	
List of requisitions Where PO/WO is prepared and items have not received at site				
156477	17-06-2021	MI Cameras	Next week delivery	
T.D. Murthy 10/7/21.				

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

Company:	Silver oak villas LLP	Date:	03-07-2021
Site:	Silver Oak Villas	Prepared by:	P.Aishwarya
Report From / To	25-06-2021 to 02-07-2021(Fri to Sat)	Approved by:	K.Purshotham
Report Date	03-07-2021		

List of requisitions numbers missing in the report*:

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date		Item Description	Reason for not preparing PO/WO#
156478	21-06-2021	1	Telescopic pole	
156470	21-06-2021	1	Window curtains	

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier\$
156477	17-06-2021	1	MI Cameras	Material ready with supplier will be delivered by next week

No. of gate passes issued this week: 5/10 From No. 3478 To No. 3482

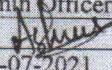
Delivery van site visit on: 27.06.21, 29.06.21, 30.06.2021, 01.07.21, 02.07.21

Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes / No

Items not ordered but received:

Other corrections & remarks:

Details of steel & cement stock

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74	-		
2.	10mm	.617	7.404	-		
3.	12mm	.89	10.68	-		
4.	16mm	1.58	18.96	-		
5.	20mm	2.47	29.64	-		
6.	25mm	3.86	46.32	-		
7.	32mm	6.32	75.84	-		
8.	Binding wire			-		
OPC stock		OPC last weeks stock		PPC/PSC stock	0	PPC/PSC last weeks stock 0
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign						
Date	02-07-2021		02-07-2021			

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