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

Company:	Silv	er Oak Villas part-	Date:		14-08-21				
Site:		er Oak Villas part-		Prepared by:		B.Meenaksh	ni		
Report From		08-21 to 14-08-21(f		Approved by:		K Purshotha	ım		
Report Date		08-21							
List of requi	sitions numbers	missing in the rep	ort*:						
List of requi	sitions where P	O/WO not prepared	d 3 working d	ays after requis	ition:				
Req No. Req Date				Description			ot preparing PO/	WO <sup>#</sup>	
List of requi	sitions where P	O/WO is prepared	and items have	e not been recei	ved at	site beyond th	ne lead time:		
Req No.	Req Date	Serial no of item in Req.	Item D	Description			scussion with supplier <sup>\$</sup>		
183615	21-07-21		PVC Saddle and Rigid Elbow 10 os pending		Stock not available at supplier				
183622	06-07-21	01	no's 80 ba	Annual contract of the Contrac	Mon	day	SSLLP delivery by		
183624	07-08-21	01	Charger (b machine)		Stock not available at supplier				
	basses issued th	is week:						Vill	
	site visit on:1			9.08.21,11.08.					
Inward repor	rt (MRN/other)	& stock report ema	ailed in pdf for	mat to purchas	e?		Yes / No		
Items not ord	dered but receiv	red:							
Other correc	tions & remark	S:							
Details of ste	eel & cement st	ock							
Sl. No	Tor size	Wt per mtr kgs	Wt. for 12 m rod – kgs	tr Stock at s	The territory	Stock at site in Kgs	Previous stock in		
1.	8mm	.395		.74 -		-			
2.	10mm	.617				-			
3.	12mm	.89		.68 -		-			
4.	16mm	1.58		.96 -		-			
5.	20mm	2,47		.64 -		-			
6.	25mm	3.86		.32 -		-			
7.	32mm	6.32	75.	.84 -		-			
8.	Binding wire			Nill		Nill	Nill		
OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock			PPC/PSC last weeks stock	Nill	
Details		Project Manage	Project Manager			Manager	Admin Audit		
Sign		*		Murakshi					
Date		14-08-21	14-08-21	14-08-21					

Notes: 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>rajkumarn@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!

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

Company: Silver Oak Villas LLP				Date:			14-08-21						
Site: Silver Oak Villas				Prepared by:			B.Meenakshi						
Report From / To 06-08-21 to 14-08-21(fri							K Purshotham						
Report Date 14-08-21				Taprovou oy.									
		bers mi	ssing in the rep	ort*:									
			VO not prepare		days afte	er requis	ition.						
Req No. Req Date			Serial no of	Item		Reason for not preparing PO/WO#				PO/WO#			
	1		item in Req					11000	,011 101 1	not propuir	-5 -	0/110	
156480	21-06-	2021	1 to 5	Window	Window curtains								
156519	16-07-2	2021	1	Laptop ba									
156535	24-07-	2021	1 to 3	Chairs an	Chairs and Fritids materail for club house								
156536	24-07-2021		1 to 5	Ikea cabinates									
156546	03-08-		1 to 5	Al.windows									
						en recei	ved at	site has	and the	lead time			
Req No.	Req Date		Serial no of item in Req.	Item Description		ved at site beyond the lead time:  Details of discussion with supplier <sup>\$</sup>							
156502	08-07-2	2021	1	Garbage 1	box	Material			rial delivery by Wednesday				
156537	26-07-2	2021	1 to 9	Flipper n					dy with	with supplier but supplier said ent not received.			
156545	05-08-2	2021	1 to 9	Cylindric									
No. of gate passes issued this week:		1/ 5	Fron	From No.		5954 To		0.	. 5954				
Delivery var	site visit or	1.1		06.08.21,	09 08 21	11.08.2	1 12 (	08 21 13	08.21				
			tock report ema					70.21,13	.00.21	Yes / ]	VIO		
Items not ord			cook report eme	med in par ro	Tillat to	parchase	· :			1 65 / 1	NO	The second state of the se	
Other correc													
Details of steel & cement stoo Sl. No Tor size		1	Wt per mtr	Wt. for 12 n		Stock at si		Stock at site in		Previous stock in Kgs			
1	O state in a	- 1	kgs	rod – kgs		- no of ro							
1.	8mm	Market Control	.395		1.74 -		on with the control of the control o						
2.	10mm		.617		404 -		-						
3.	12mm		.89			CT.03/00 30 00							
4.	16mm		1.58			-		-		-			
5.	20mm		2.47					·					
6.	25mm		3.86		-	-		-					
7.	32mm		6.32	75	.84 -	44	-		244 244		472		
8.	Binding wire		oper i	2 7111	Ni		Nill		1	Nill			
OPC stock	Nill	1	OPC last weeks stock	Nill	sto	PC/PSC ock		7		PPC/PSC 1 weeks stoc		Nill	
Details		I	Project Manager			Admin Officer/Manager				Admin Aud	lit		
Sign						Murabylu							
Date		1	14-08-21			14-08-21							

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

Company: MHPLSOV				Date:			14-08-21					
Site: Silver Oak Villas pa							B.Meenakshi					
Report From	/To 06-	-08-21 to 14-08-21(fr	ri to sat) A	Appro	proved by:		K Purshotham					
Report Date 14-08-21												
List of requis	itions number	rs missing in the repo	ort*:									
List of requis	itions where	PO/WO not prepared	3 working d	days a	after requisi	ition:						
Req No. Req Date			Item I	Item Description			Reason for not preparing PO/WO#					
185011	07-06-2		MI camer	a 2 N	Vos							
185032	10-08-2		Steel	the same of the sa								
		PO/WO is prepared a		e not	been recei	ved a	site bevo	nd the le	ead time:			
Req No.	Req Da		Item Description			Details of discussion with supplier <sup>\$</sup>						
185014	0807-21	A	Curb ston	ie	Hol		ding for a while site not ready					
185026	09-07-2		Hume Pip balance	pes 28	Bnos	s Material Read			at Supplier delivery by monday			
185030	06-08-2	01	DB 3 pha			d Supplier delivery			by Wednesday			
185031	10-08-2	21 01	Hand glov shoes			Supplier delivery by Tuesday						
No. of gate passes issued this week:		Nil / 5	/5 From No.			Vill	To No.	Nill				
Delivery van					(	06.08.	21,09.08.2	21,11.08	.21			
Inward repor	t (MRN/other	) & stock report ema	iled in pdf fo	rmat	to purchase	e?			Yes / No			
	lered but rece		-									
Other correct												
Details of steel & cement stor		Wt per mtr	Wt. for 12 mtr		Stock at site		Stock at site in		Previous stock in Kgs			
31. 140	101 3126	kgs	rod – kgs	****	- no of ro							
1.	8mm	.395		1.74	-		-					
2.	10mm	.617		404	-		-					
3.	12mm	.89		0.68	-		-					
4.	16mm	1.58		3.96	1-		-					
5.	20mm	2.47		9.64	_		_					
6.	25mm	3.86		5.32	-		_		4			
7.	32mm	6.32		5.84	_		_					
8.	Binding wit		7.0	,	Nill		Nill		Nill			
OPC stock	Nill	OPC last	Nill		PPC/PSC		311	P	PC/PSC last	368		
	INIII	weeks stock			stock			w	eeks stock			
Details		Project Manage	Project Manager		Admin Officer/Manager			A	Admin Audit			
Sign		dr.	25			Munabili			Service Commence of Services			
Date		14-08-21	14-08-21			14-08-21						

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5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Sendre of the Company of t 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 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!