Prepared by:	1 1 1 1 1 1	T.D. Murthy			
Report Date	tal and the	11-09-2021			
Site		Silver Oak Villas LLP			
List of requisit	ions Where PO	/WO not prepared 3 working days after requisition:			
Requisition No	Requisition Date	. Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered is delay justified?
156480	21-06-2021	Window Curtains	Please cancel req. and send ne	w one	
156519	16-07-2021	Laptop bags	Please cancel req. and send ne		
156536	24-07-2021	Ikea cabinets	Online purchase		
156556	31-08-2021	Electrical Wires	PO issued no. 80223	18	
7,40					
List of requisit	ions Where PO/	WO is prepared and items have not received at site			
156502		Garbage box	Delivered		
156545	05-08-2021	Cylinderical locks	Delivered	Tona and the	
156552	24-08-2021	White buckets	Next week delivery	15 10 10	NITE OF STREET
	TEMP T				
TALL ST					
			N. 19 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
21				1 1 1 1 1	

7. D. Muces 11/9/71.

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

Site:			ver Oak Villas LLP			04-09-2021			
		Silver Oak Villas				Ch. Pranavi			
sat)		sat)			Approved by:		K Purshotham		
Report Date 04-		04-09-2021	09-2021					-	
List of req	uisitions num	bers missing in the	report*:						
List of requ	uisitions whe	re PO/WO not prepa	ared 3 working	g days after requ	isition.				
Req No	. Req l	Date Serial no item in R	of Iten	Item Description		Reason for not preparing PO/WO#			
156480	21-06-	2021 1 to 5		Window curtains					
156519	16-07-2	2021 1		Laptop bags			-		
156536	24-07-	2021 1 to 5		Ikea cabinates.					
156556	31-08-			Electrical wires.			a a		
List of requ	uisitions when	e PO/WO is prepare	ed and items h	ave not been rec	eived at a	ita hayand	41 - 1 - 1	1	
req 140.	Req I	Date Serial no item in Re	of Item	Item Description		ived at site beyond the lead time: Details of discussion with supplier ^s			
156502				Garbage box		Material not available at supplier			
156545	05-08-2	021 1 to 9		Cylindrical locks 13 nos pending		No stock at ssllp			
156552 24-08-2021		021 1		White bucket		No stock at ssllp			
No. of gate passes issued this		this week:	3/			5957 To No		5959	
Delivery va	n site visit on	-1		1, 28-08-21, 31-0	08-21 01	00 21 02 0	00.21		
				, = 0 00 = 1, 51		-07-21,03.0			
nward repo	ort (MRN/othe	er) & stock report er	mailed in pdf for	ormat to purchas	e?			V / NT-	
nward repo	ort (MRN/other	er) & stock report er	mailed in pdf fe	ormat to purchas	se?			Yes / No	
nward repo tems not or	dered but rec	er) & stock report er eived:	mailed in pdf fo	format to purchas	se?			Yes / No	
nward reported not or Other correct	dered but rec	er) & stock report en eived: rks:	mailed in pdf fo	ormat to purchas	se?			Yes / No	
nward reporters not or Other correct Details of st	dered but rec	er) & stock report er eived: .rks: stock Wt per mtr	Wt. for 12	mtr Stock at s	site Ste	ock at site in			tock in Kgs
nward reporters not or Other correct Details of st	dered but rections & remarkeel & cement Tor size	er) & stock report er eived: .rks: stock Wt per mtr kgs	Wt. for 12 rod – kgs	mtr Stock at s	site Sto	ock at site in			tock in Kgs
nward reporters not or or other correct Details of st St. No	rdered but receitions & remarkeel & cement Tor size 8mm	er) & stock report er eived: rks: stock Wt per mtr kgs .395	Wt. for 12 rod – kgs	mtr Stock at s - no of ro	site Sto	ock at site in			tock in Kgs
nward reporters not or or other correct Details of st Sl. No	dered but rections & remarkeel & cement Tor size 8mm 10mm	er) & stock report er eived: rks: stock Wt per mtr kgs .395	Wt. for 12 rod – kgs	mtr Stock at s - no of ro 4.74 - 4.04 -	site Str.	ock at site in			tock in Kgs
nward reporters not or Other correct Details of st SI. No	dered but rections & remarkeel & cement Tor size 8mm 10mm 12mm	er) & stock report er eived: rks: stock Wt per mtr kgs .395	Wt. for 12 rod – kgs	mtr Stock at s - no of ro 4.74 - 4.04 - 0.68 -	site Sto	ock at site in			tock in Kgs
nward reportems not or Other correct Details of st Sl. No.	dered but rections & remarkeel & cement Tor size 8mm 10mm	er) & stock report er eived: .rks: stock Wt per mtr kgs .395 .617 .89	Wt. for 12 rod – kgs 7 7. 0 10 18	mtr Stock at s - no of ro 4.74 - 4.04 - 0.68 - 3.96 -	site Sto	ock at site in			tock in Kgs
nward reportems not or Other correct Details of still. No 1. 2. 3. 4. 5.	dered but rections & remarked & cement Tor size 8mm 10mm 12mm 16mm 20mm	er) & stock report er eived: .rks: .stock Wt per mtrkgs .395 .617 .89 1.58	Wt. for 12 rod – kgs 7 7. 10 18 18 29	mtr Stock at s - no of ro 4.74 - 4.04 - 0.68 - 8.96 -	site Ste ods Kg	ock at site in			tock in Kgs
nward reportems not or Other correct Details of still. No 1. 2. 3. 4. 5. 6.	dered but received a central c	er) & stock report er eived: rks: stock Wt per mtr kgs .617 .89 1.58 2.47 3.86	Wt. for 12 rod – kgs 7 7. 10 118 129 146	mtr Stock at s - no of ro 4.74 - 4.04 - 0.68 - 8.96 - 0.64 - 5.32 -	site Sto	ock at site in			tock in Kgs
nward reportems not or Other correct Details of st Sl. No 1. 2. 3. 4. 5. 6. 7.	dered but receitions & remarkeel & cement Tor size 8mm 10mm 12mm 16mm 20mm 25mm 32mm	er) & stock report er eived: rks: stock Wt per mtr kgs .617 .89 1.58 2.47 3.86 6.32	Wt. for 12 rod – kgs 7 7. 10 118 129 146	mtr Stock at s - no of ro 4.74 - 4.04 - 0.68 - 3.96 - 0.64 - 5.32 - 5.84 -	site Stepods Kg	ock at site in	n Pr	revious st	tock in Kgs
Inward reporters not or Other correct Details of st SI. No 1. 2. 3. 4. 5. 6.	dered but received a central c	er) & stock report er eived: .rks: stock Wt per mtr kgs .395 .617 .89 .1.58 .2.47 .3.86 .6.32 re - OPC last	Wt. for 12 rod – kgs 7 7. 10 118 129 146	mtr Stock at s - no of ro 4.74 - 4.04 - 0.68 - 8.96 - 0.64 - 5.32 - Nill PPC/PSC	site Stepods Kg	ock at site in	n Pr	revious st	tock in Kgs
Inward reportems not or Other correct Details of st SI. No 1. 2. 3. 4. 5. 6. 7. 8. OPC stock	rdered but receitions & remarkeel & cement Tor size 8mm 10mm 12mm 16mm 20mm 25mm 32mm Binding wi	er) & stock report er eived: .rks: .stock Wt per mtrkgs .395 .617 .89 .1.58 .2.47 .3.86 .6.32 .re - OPC last .weeks stock	Wt. for 12 rod – kgs 7 7 10 18 18 29 18 7 7 10 10 10 10 10 10	mtr Stock at s - no of ro 4.74 - 4.04 - 0.68 - 8.96 - 0.64 - 5.32 - Nill PPC/PSC stock	site Ste ods Kg Nil Nil	ock at site in	Nil PPC/P weeks	revious st	
nward reportems not or Other correct Details of st Sl. No 1. 2. 3. 4. 5. 6. 7. 8.	rdered but receitions & remarkeel & cement Tor size 8mm 10mm 12mm 16mm 20mm 25mm 32mm Binding wi	er) & stock report er eived: .rks: stock Wt per mtr kgs .395 .617 .89 .1.58 .2.47 .3.86 .6.32 re - OPC last	Wt. for 12 rod – kgs 7 7 10 18 18 29 18 7 7 10 10 10 10 10 10	mtr Stock at s - no of ro 4.74 - 4.04 - 0.68 - 0.64 - 5.32 - 5.84 - Nill PPC/PSC stock Admin Of	site Ste ods Kg Nil Nil	ock at site in	Nil PPC/P weeks	revious st	

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