	T.D. Murthy			
	23-11-2021			
	Silver Oak Villas LLP			
ns Where PO/	WO not prepared 3 working days after requisition:			
Requisition Date	Material Desescription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
		Under estimate		To actual justified:
08-11-2021	Telescopic Pole	PO issued no. 82731		
		PO issued no. 82649		
10-11-2021	Memory Card	Online purchase		
s Where PO/	WO is prepared and items have not received at site			
12-10-2021	Tree Guard	This week delivery		
08-11-2021	Sanitary Material	This week delivery		
_				
R	Requisition Date 18-09-2021 08-11-2021 08-11-2021 10-11-2021 s Where PO/ 12-10-2021 29-10-2021 08-11-2021	as Where PO/WO not prepared 3 working days after requisition:	As Where PO/WO not prepared 3 working days after requisition: Requisition Date Material Descscription Purchase Officer - Remarks 18-09-2021 Al. windows 08-11-2021 Telescopic Pole 08-11-2021 MI Cameras 10-11-2021 Memory Card PO issued no. 82731 PO issued no. 82649 Online purchase s Where PO/WO is prepared and items have not received at site 12-10-2021 Tree Guard This week delivery 29-10-2021 Washbasin 08-11-2021 CP Material 08-11-2021 Spritter Material	As Where PO/WO not prepared 3 working days after requisition: Requisition Date Material Descscription Purchase Officer - Remarks Material delivered? Under estimate PO issued no. 82731 PO issued no. 82649 10-11-2021 MI Cameras PO issued no. 82649 Online purchase Where PO/WO is prepared and items have not received at site 12-10-2021 Tree Guard This week delivery 29-10-2021 Washbasin O8-11-2021 CP Material O8-11-2021 Spritter Material Delivered

T.D. Mucedy

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

Company:		Silver	Silver Oak Villas LLP			Date:			13-11-2021			
Site:		Silver Oak Villas			Prepared by:		Control of the Contro	Ch.Pranavi				
Report From	om / To 05-11-2021 to 13-11-202 sat)			2021(Fri to	Approved by:			K Purshotham				
Report Date 13-11-2021			**************************************				····					
List of requ	isitions nu	mbers n	nissing in the rep	ort*:	.1	**************************************			0111/11/MARIO (000) (000) (000)	00000000000000000000000000000000000000	The second secon	
List of requ	isitions wh	ere PO/	WO not prepare	d 3 workin	g days	after requi	sition	i;		**************************************		
Req No.	Req Date		Serial no of item in Req	Item Des			Reason fo		n for n	or not preparing PO/WO*		
156564	18-0	9-2021	1-5	Al. Wind		dows		***************************************	000,000000, an arrouge	AN ALTONOMO O PROPERTIES AND ALTONOMO AND AL		
156586	08-1	1-2021	01	Telescopic po		ic pole	102	731	****************	**************************************	A AND A AND A SHARE AND A SHAR	
156587	08-1	1-2021	01	MI cam			0.7	649	**********	######################################		
156589		1-2021	01	M	Memory card				***************************************	The second of th		
List of requ	isitions wh	ere PO/	WO is prepared	and items h	ave no	ot been rece	eived	at site beyon	nd the	lead time	***************************************	
Req No.	Req	Req Date Se		Item Description		cription	Details of discussion with supplier ^s					
156575	12-10	0-2021	01		Tree guard		Material available at supplier deliver by Tuesday					
156582	29-10	0-2021	01	Washba	Washbasin		Ma	Material available at supplier deliver by Monday				
156583	08-11	1-2021	1 to 13	C.P ma	C.P material		Material available at supplier deliver by Tuesday					
156584	08-11	1-2021	04	Sanitary material			Material available at supplier deliver by Monday					
No. of gate passes issued this week:			2/]	From No.	5	5986		5987			
Delivery var	n site visit	on:1			021 1	0-11-2021	12-1	1-2021				
			stock report ema	ailed in ndf	forma	to nurchas	202	1-2021		Yes / No		
Items not or				aned in par	TOTTIA	to purchas	, .			165/140		
Other correct												
			-									
Details of steel & cement stoo SI. No Tor size			Wt per mtr	Wt. for 12	mtr	Stock at s	The second secon		te in	n Previous stock in Kgs		
•	0		kgs	rod – kgs	171	- no of ro	oas	Kgs		-	6000000 (0000000) (0000000000000000000	
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		16.32	-		*	*****************	-		
7.	32mm		6.32		75.84	- >T'11		-	~~~			
8.	Binding		-	2 7111	Nill		Nill			Nill		
OPC stock	weeks stock			PPC/PSC stock		Nill		PC/PSC last weeks stock	Nill			
Details			Project Manager			Admin Officer/Mapager				Admin Audit		
Sign			1)e			Tranqui Chi					***************************************	
sign					and the same of	Villan	CLLN		-			

Notes. 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <u>purchase@modiproperties.com</u>, <u>ashawa@modiproperties.com</u> and <u>rajkumam/@modiproperties.com</u> or 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 teclinical 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!