Prepared by:		T.D. Murthy			
Report Date		30-11-2021			
Site		Silver Oak Villas LLP			
List of requisit	ions Where PO	WO not prepared 3 working days after requisition:			
Requisition No 156564	Date	Material Desescription	Purchase Officer - Remarks	Material delivered?	If material is not delivered is delay justified?
156589		Al. windows	Under estimate		is delay justified?
	10-11-2021	Memory Card	Online purchase		
List of requisiti 156582 156583	ons Where PO/ 29-10-2021 08-11-2021		This week delivery		
156584			Delivered		
156586	08-11-2021	Sanitary Material	Collect from SSLLP		
	08-11-2021	Telescopic Pole	PO issued no. 82731		
			Contact Supplier		
					*

T.D. Muly

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

Company.		Silver	ver Oak Villas LLP		· Lancing species	Date:			20-11-2021 B.Meenakshi			
Site: Silv		Silver	ver Oak Villas		Prepared by:							
Report From / To 13.1 fri)			11.2021 to 19.11.2021(sat to		Approved by:		K Purshotham					
			11.2021						on an analysis of the second			
I is of cas	nicitions nur	nbers n	nissing in the re	port*:							**************************************	
List of rea	uisitions who	ere PO/	WO not prepar	ed 3 working	g day	s after requ	isition	n:			* DO/WO#	
Req No. Req Date		Date	Serial no o	f Item De		scription	ition		eason for not preparing PO/WO*			
156589 10.11.21		11.21	1	Memor		y cards		PO to be issue.				
15/5/1	12 00 2021 1-5		Al	Al. Windows		PO to be issued						
List of rea	nisitions wh	ere PO/	WO is prepared	and items h	ave r	ot been rece	eived	at site b	eyond th	e lead time:	1	
Req No		Date	Serial no o	f Item	Des	scription		De	talls of u	iscussion with		
156582	156582 29-10-202		2		Wash basins			ock is onday			be delivered	
156583	156583 08-11-2021		1 to 14		Short body taps, cock,etc.,		1	ock is onday			be delivered	
156584 08-11-202		-2021	1 to 4	Flush			Mo	Stock is available and will be delivered Monday				
156586 08-11-202		-2021	1	Telesco	Telescopic pol		Adv	Advance cheque to be arrange to supplier				
No. of gate passes issued this week:		week:	5/			5	5988 To No		o. 5991			
Y (1		. 1			21 1	7.11.2021,19	0 11 2	0021				
Delivery v	an site visit	on: 1	stock report em					1021		Yes / No		
				ancu in pur i	Ollia	tto puronus	· ·			1007110		
	ordered but re		,									
	ections & rer					1						
	steel & ceme	nt stock		Wt. for 12	mtr	Stock at s	ita	Stock	t cita in	Provious st	oals in Van	
Sl. No	Tor size Wt per mtr. kgs			rod – kgs		- no of rods				Previous stock in Kgs		
1			.395									
2.	10mm		.617		404							
3.	12mm		89		0.68							
4.	16mm		1.58		3.96	-	-					
5.	20mm		2.47		9.64	_	-			***************************************		
6.	25mm		3.86		5.32 -		-					
7.	32mm		6.32		.84				***************************************			
8.	Binding w	rire -	0,32	73		Nill		Nill	-	Nill		
PC stock	Nill Nill	(OPC last weeks stock	Nill PPC/		PPC/PSC stock	Nill		1	PPC/PSC last Nill		
etails .			Project Manager					weeks stock				
gn		F	Fiblect Manager			Admin Officer/Manager		1 4	Admin Audit			
ite		-	9-11-2021			19-11-202	1					
			quisitions to Purcha	an instantation of	2 0	19-11-202	1	- ·				

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