

Prepared by:		T.D. Murthy			
Report Date		23-12-2021			
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	Material delivered?	If material is not delivered - is delay justified?
156564	18-09-2021	Al. windows	Under estimate		
156589	10-11-2021	Memory Card	Delivered		
156606	14-12-2021	Toys & Story books	Promotions to followup		
List of requisitions Where PO/WO is prepared and items have not received at site					
156583	08-11-2021	Extension nipple	Collect from SSLLP		
156584	08-11-2021	Sanitary Material	Collect from SSLLP		
156586	08-11-2021	Telescopic Pole	Contact Supplier		
156590	19-11-2021	Gate light fixture with bulbs	Delivered		
156600	20-11-2021	Stop cock, waste pipe, health faucet	Collect from SSLLP		
156603	26-11-2021	MI CC Cameras	Contact Supplier		
156604	09-12-2021	CP Materials	Collect from SSLLP		
156605	07-12-2021	Sanitary Material	Collect from SSLLP		

T.D. Murthy
23/12/21

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

Company	Silver Oak Villas LLP	Date	18-12-2021
Site	Silver Oak Villas	Prepared by	Ch.Pranavi
Report From / To	10 12 2021 to 18 12 2021(fri to sat)	Approved by	K Purshotham
Report Date	18-12-2021		

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	Serial no of item in Req	Item Description	Reason for not preparing PO/WO*
156564	18-09-2021	1-5	Al. Windows	PO to be issued
156589	10-11-2021	01	Memory card	PO to be issued
156606	14-12-2021	02	Toys & story books	PO to be issued <i>Pranavi</i>

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*
156583	08-11-2021	01	Extension nipple <i>SSUP</i>	Stock is available and will be delivered by Monday
156584	08-11-2021	1 to 4	Flush tank, washbasin, etc., <i>"</i>	Stock is available and will be delivered by wednesday
156586	08-11-2021	1	Telescopic pole set <i>sup</i>	Advance cheque to be arrange to supplier
156590	19-11-2021	1	Gate light Fixture with Bukbs <i>D</i>	Stock is available and will be delivered by Monday
156600	20-11-2021	03	Stop cock, waste pipe, health faucet <i>SSUP</i>	Stock is available and will be delivered by Tuesday
156603	26-11-2021	01	MI camera <i>sup</i>	Stock is available and will be delivered by wednesday
156604	09-12-2021	1- 17	C.P material <i>SSUP</i>	Stock is available and will be delivered by Monday
156605	07-12-2021	04	Sanitary material <i>"</i>	Stock is available and will be delivered by Monday

No. of gate passes issued this week:	5/ 5	From No.	6555	To No.	6559
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Delivery van site visit on: 11-12-2021, 13-12-2021, 15-12-2021, 17-12-2021

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	-		Nil	Nil	Nil
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock
Details	Project Manager			Admin Officer/Manager		Admin Audit
Sign	<i>[Signature]</i>			<i>Pranavi Ch</i>		
Date	18-12-2021			18-12-2021		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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
5 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!