Internal memo no. 903/24/A - purchase division Date: 16-06-2021

Subject: Division of work between teams.

1. Team 1 – Prabhakar, Bhaskar, Bhavani & Selva Kumar.

They shall be responsible for ordering and delivering the following materials

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| --- | --- | --- | --- | --- |
| PlumbingAC`sCC TV CamerasOther PO`s &Bills | ElectricalLiftsOther large equipments | TilesWooden DoorsDoor framesWPC Doors &WPC door frames & Hardware | Electric power connection-LTHTOnline purchases | CP& SanitaryGeneratorsVideo door phones& all other miscellaneous items |

1. Team 2 – Minish, Dakshina Murthy, Mounika & Raghu

They shall be responsible for ordering and delivering the following materials

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| --- | --- | --- | --- | --- |
| SteelZ AnglesWaterproofingCladdingPaversFastenersBorewells | CementWindowsRepairs & Maintenance of equipmentsAMC`sPumps | RMCMS PipesMS Square pipes, RodsOther PO`s &Bills | Building MaterialsGraniteMarblesParking tiles | Cement BlocksWooden framesPaintsAdhesivesFurniture |

1. Daily schedule purchase managers and officers
	1. Coordination meeting – 10 to 10.30am.
	2. Followup for delivery – 10.30 am to 11.30 am.
	3. Preparing Pos/WOs - 11.30am to 1.30 pm & 2 to 4pm.
	4. Processing of bills for payment – 4 to 5pm.
	5. Miscellaneous work and pending works – 5pm to 6pm.
2. Specific task assigned to individuals:
	1. Bhavani - Printing and assigning of ID`s to requisitions, preparing missing requisitions, sending note to MD on requisitions lying with MD on every Monday.
	2. Mounika - Updating minutes of pending requisitions, sending minutes of pending requisitions copy, summary of stock of SSLLP, Scan copies of DC and PO book of SSLLP to MD – Daily.
	3. Hemendra - shall sign all invoices, DCs, log books and registers on daily basis at SSLLP.
	4. Vasu – maintaining purchase database at SSLLP and stocks.
	5. Prabhakar - Management of logistics/ delivery vans.
3. Prabhakar to periodically update sites assigned to each manager/executive for single point contact with each site. Same person to send reply to remarks on requisition by site report.
4. Preparing advice for approval for credit to supplier is top priority. In case of pending in processing the bills, 2pm to 6pm every Saturday have been exclusively dedicated to this work.
5. 2 engineers shall be sent to purchase for training for a period of 4 weeks each. They shall follow the same schedule given in point 3 above.
6. Likhita to be a part of purchase team. She will primarily focus on Genome Valley projects of Life sciences – related to purchase of MEP items. She shall also assist purchase in product research and getting quotes for items related to her work. She shall also be responsible for purchase of lifts, ACP, structural glazing and specialty finishing goods.

Soham Modi.