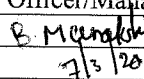


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver oak villas LLP	Date:	07.03.2020
Site:	Silver Oak Villas	Prepared by:	G.Mona
Report From / To	28.02.20 to 07.03.20 (Fri to Sat)	Approved by:	K Purshotham
Report Date	07.03.2020		
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.	Reason for not preparing PO/WO#
155198	21.11.19	1	Diesel Barrel
155371	31.01.2020	1 to 9	Swimming pool matrial
155573	28.02.2020	1	FRP Pipe
155574	28.02.2020	1 to 2	LED bulbs
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.	Details of discussion with supplier ^s
155244	13.12.19	1 to 3	Ultra Sprinkler HL 120 Box
155338	25.01.2020	1 and 2	Door Beeding 30% balance
155353	27.01.2020	1 and 2	Tandoor Stone 20% balance
155357	27.01.2020	1 to 3	Bathroom Tiles
155399	07.02.2020	1 to 12	Electrical wires 20 % balance
155409	08.02.2020	1	Vertified tiles
155417	13.02.2020	1 and 2	Bottle green kerb sheets
155418	13.02.2020	1	Korean carpet grass
155426	14.02.2020	9 to 16	CP Material 50% balance
155429	15.02.2020	1 to 3	Electrical wires 20% balance
155430	15.02.2020	1 to 2	Roof tiles
155445	20.02.2020	1 to 17	CPVC matrial balance
155446	20.02.2020	1 to 5	Plumbing material
155556	24.02.2020	1 to 6	SS Number plate for villas
155562	26.02.2020	1 to 13	Electrical Wires
155576	29.02.202	1 to 13	Electrical Wires
No. of gate passes issued this week:		1	From No. 13656 To No. 13657
Delivery van site visit on:		02.03.20, 07.02.20, 04.03.20 (wednesday agh)	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No
DC register Sl. No. during the week	From No.	12715	To No. 12741
Items not ordered but received:		Nil	
Items sent to HO /vendor that are pending for repair:			
Other corrections & remarks: Nil			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date		7/3/20	

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