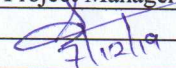
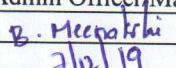


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver oak villas LLP	Date:	07.12.19
Site:	Silver Oak Villas	Prepared by:	E.Sailaja
Report From / To	01.04.19 to 07.12.2019	Approved by:	K Purshotham
Report Date	07.12.19		
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
155156	12.11.19	1	SS Letters With logo
155198	21.11.19	1	Diesel Barrel
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
67677	22.03.19	1	Lift
155053	07.10.19	5	Door Frames
155066	14.10.19	1 to 31	Plants
155133	04.11.19	7	Sintex Box 10 Balance
155152	11.11.19	1	Water tanks 50% Balance
155153	11.11.19	6	CPVC Union 32mm 22 Nos Balance
155190	20.11.19	1	Diesel
155193	20.11.19	3	A4 Sheet Protector
No. of gate passes issued this week:		03	From No. 13462 To No. 13464
Delivery van site visit on: s8		06.12.19 17.30	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No
DC register Sl. No. during the week	From No.	12001	To No. 12036
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	7/12/19	21/12/19	

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. \$ 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!