

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

Company:	Silver oak villas LLP	Date:	02.11.19
Site:	Silver Oak Villas	Prepared by:	R.Sanjay Kumar
Report From / To	01.04.19 to 02.11.2019	Approved by:	K Purshotham
Report Date	02.11.19		

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	Reason for not preparing PO/WO*
155090	18.10.19	1	Fruit Packing cover	Po Not prepared
155092	21.10.19	1	3 Phase Motor Starter	Po Not prepared
155100	22.10.19	1	Motor Starter hp	Po Not prepared
155108	25.10.19	8	Binding Wire	Po Not prepared

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 ¹
67677	22.03.19	1	Lift	Supplier is arranging for material
67921	01.08.19	1 to 7	Sliding window	Supplier is arranging for material
67922	01.08.19	1 & 2	Openable windows	Supplier is arranging for material
155023	26.09.19	1	Boom Barrier	Supplier is arranging for material
155039	30.09.19	2	MS Flat Patti	Supplier Not Responding
155048	05.10.19	6 & 7	DB Box	04 No Balance
155049	07.10.19	1 6	Mophing stick Odonil	05 Balance 10 Balance
155053	07.10.19	1 to 5	Door Frames	Supplier is arranging for material
155066	14.10.19	1 to 31	Plants	Supplier is arranging for material
155071	14.10.19	1 to 3	Aldrop & Tower Bolt	Supplier is arranging for material
155102	25.10.19	1 to 5	Electrical Items	Supplier is arranging for material

No. of gate passes issued this week: 3 From No. 7742 To No. 7744

Delivery van site visit on: 02-11-2019 10.00 Hrs

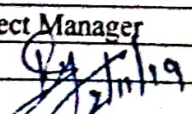
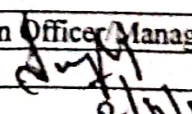
Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes / No

DC register Sl. No. during the week From No. 11719 To No. 11849

Items not ordered but received: Nil

Items sent to HO /vendor that are pending for repair: bore submercible pump & Starters for svr pumps

Other corrections & remarks: Nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	2/11/19	2/11/19	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without