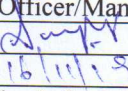


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver oak villas LLP	Date:	16.11.19			
Site:	Silver Oak Villas	Prepared by:	R.Sanjay Kumar			
Report From / To	01.04.19 to 16.11.2019	Approved by:	K Purshotham			
Report Date	16.11.19					
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#		
Nil	Nil	Nil	Nil	Nil		
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 ^s		
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		
155048	05.10.19	6 & 7	DB Box	04 No Balance		
155049	07.10.19	1	Mophing stic	05 Balance		
		6	Odonil	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		
155116	29.10.19	1 to 4	General Material	Supplier is arranging for material		
155119	29.10.19	1 to 7	CP Material	Supplier is arranging for material		
155124	30.10.19	1 to 17	CP Material	Supplier is arranging for material		
155125	30.10.19	1 to 6	Sanitary Material	Supplier is arranging for material		
155127	30.10.19	1	Curring Pipes	Supplier is arranging for material		
155133	04.11.19	7	Sintex Box	Material not available at site		
155139	06.11.19	1 to 10	General cleaning material	Supplier is arranging for material		
No. of gate passes issued this week:		04	From No.	13451, 7748	To No.	7750
Delivery van site visit on:		16.11.19 11.00				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No		
DC register Sl. No. during the week	From No.	11844	To No.	11903		
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		16/11/19				

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