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

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|---|---|---|---|
| Company: | Silver oak villas LLP | Date: | 04.01.2020 |
| Site: | Silver Oak Villas | Prepared by: | R Sanjay Kumar |
| Report From / To | 01.04.19 to 04.01.2020 | Approved by: | K Purshotham |
| Report Date | 04.01.2020 | | |

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. | Item Description | Reason for not preparing PO/WO# |
|---|---|---|---|---|
| 155190 | 20.11.19 | 1 | Diesel Cans | |
| 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 | Details of discussion with supplier$ |
|---|---|---|---|---|
| 155186 | 19.11.19 | 1 | FRP Pipes | Supplier is arranging for materia1 |
| 155221 | 04.12.19 | 1 to 32 | PVC Material Balance | Supplier is arranging for materia1 |
| 155233 | 10.12.19 | 1 | Coater crema Tiles 2'x1' | Supplier is arranging for materia1 |
| 155236 | 10.12.19 | 2<br><br>7 | 1/ 18 Yellow wire 02 Nos Balance<br>3/20 Black wire 01 Balancee | Supplier is arranging for materia1 |
| 155239 | 11.12.19 | 3 | Ultra Sprinkler HL Tiles | Supplier is arranging for materia1 |
| 155244 | 13.12.19 | 1 to 3 | Tiles 50 % Balance | Supplier is arranging for materia1 |
| 155248 | 14.12.19 | 1 | GI Chain | Supplier is arranging for materia1 |
| 155254 | 17.12.19 | 2 | 1/18 Yellow wire 24 Bundles | Material not available at ssllp |
| 155255 | 17.12.19 | 1 to 13 | Electrical Wires | Supplier is arranging for materia1 |
| 155263 | 19.12.19 | 1 to 6 | General Material | Supplier is arranging for materia1 |
| 155270 | 21.12.19 | 1 to 27 | PVC Material | Supplier is arranging for materia1 |

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|---|---|---|---|---|---|
| No. of gate passes issued this week: | 01 | From No. | 13477 | To No. | 13477 |
| Delivery van site visit on: | 04.01.2020 14.00 hrs | | | | |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase? | | | Yes / No | | |
| DC register Sl. No. during the week | From No. | 12127 | To No. | 12160 | |
| 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 | 4/01/2020 | 4/1/2020. | |

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 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!