

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

|                                                                                                             |                        |                           |                                                                                                                                                                                                                               |                                                        |
|-------------------------------------------------------------------------------------------------------------|------------------------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Company:                                                                                                    | Silver oak villas LLP  | Date:                     | 27-04-2019                                                                                                                                                                                                                    |                                                        |
| Site:                                                                                                       | Silver Oak Villas      | Prepared by:              | R.Sanjay Kumar                                                                                                                                                                                                                |                                                        |
| Report From / To                                                                                            | 20.02.19 to 27.04.2019 | Approved by:              | Balamurali Krishna                                                                                                                                                                                                            |                                                        |
| Report Date                                                                                                 | 27.04.19               |                           |                                                                                                                                                                                                                               |                                                        |
| 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                    |
| 67443                                                                                                       | 20.10.18               | 1                         | Lift                                                                                                                                                                                                                          | Technical persons visit on Monday and clarify 06.05.19 |
| 67654                                                                                                       | 12.03.19               | 1                         | PVC Water tanker 06 Balance                                                                                                                                                                                                   | Tomorrow delivery                                      |
| 67666                                                                                                       | 19.03.19               | 2                         | CPVC Pipes 1 1/4" 56 Nos<br>CPVC Union 1 1/4" 28 Nos<br>CPVC 3/4" Coupling 28 Nos<br>CPVC Solution 10 Nos<br>CPVC Tee 3/4" 56 Nos<br>CPVC Reducer 1 1/4" x 3/4" 04<br>Tefflon tapes 40 Nos<br>PVC Tee Reducer 1 1/4"x 3/4" 20 | Material not available at SSLLP                        |
| 67667                                                                                                       | 20.03.19               | 3<br>4                    | PVC Reducer Tee 2"x 1 1/2" 20 nos<br>Reducer tee 2' 02 Nos                                                                                                                                                                    | Material not available at SSLLP                        |
| 67691                                                                                                       | 28.03.19               | 2<br>3<br>4<br>10<br>11   | 1/18 Yellow wire 20 Bundles<br>1/18 Green Wire 08 Bundles<br>1/18 Black Wire 20 Bundles<br>7/20 Service wire 06 Bundles<br>RG TV Wire 04 Bundles                                                                              | Material not available at SSLLP                        |
| 67692                                                                                                       | 01.04.19               | 1 to 24                   | CPVC Material                                                                                                                                                                                                                 | Material not available at SSLLP                        |
| 67693                                                                                                       | 01.04.19               | 1 to 5                    | CPVC Material                                                                                                                                                                                                                 | Material not available at SSLLP                        |
| 67696                                                                                                       | 01.04.19               | 22                        | PVC Sintex tank 500 ltrs                                                                                                                                                                                                      | Supplier is arranging for material                     |
| 67707                                                                                                       | 10.04.19               | 10                        | Door mats                                                                                                                                                                                                                     | Supplier is arranging for material                     |
| 67708                                                                                                       | 12.04.19               | 1 to 11                   | Electrical pvc items                                                                                                                                                                                                          | Supplier is arranging for material                     |
| No. of gate passes issued this week:                                                                        |                        | 01                        | From No.                                                                                                                                                                                                                      | 11174 To No. 11174                                     |
| Delivery van site visit on:                                                                                 |                        | 25-04-2019 16.00 Hrs      |                                                                                                                                                                                                                               |                                                        |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase?                                 |                        |                           |                                                                                                                                                                                                                               | Yes                                                    |
| Items not ordered but received: Nil                                                                         |                        |                           |                                                                                                                                                                                                                               |                                                        |
| Other corrections & remarks: Nil                                                                            |                        |                           |                                                                                                                                                                                                                               |                                                        |
| Details                                                                                                     | Project Manager        |                           | Admin Officer/Manager                                                                                                                                                                                                         | Admin Audit                                            |
| Sign                                                                                                        |                        |                           |                                                                                                                                                                                                                               |                                                        |

|      |  |  |  |
|------|--|--|--|
| Date |  |  |  |
|------|--|--|--|

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiya@modiproperties.com](mailto:ashaiya@modiproperties.com) and [rajumarn@modiproperties.com](mailto: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!