

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

|                                                                                                             |                      |                           |                                                                            |                                                   |       |
|-------------------------------------------------------------------------------------------------------------|----------------------|---------------------------|----------------------------------------------------------------------------|---------------------------------------------------|-------|
| Company:                                                                                                    | Villa Orchids LLP    |                           | Date:                                                                      | 14.03.2020                                        |       |
| Site:                                                                                                       | Villa Orchids        |                           | Prepared by:                                                               | SHARVANI                                          |       |
| Report From / To                                                                                            | 07.03.20 to 14.03.20 |                           | Approved by:                                                               | A.SURESH                                          |       |
| Report Date                                                                                                 | 14.03.2020           |                           |                                                                            |                                                   |       |
| List of requisitions numbers missing in the report*:63253,63272                                             |                      |                           |                                                                            |                                                   |       |
| 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 <sup>#</sup>       |       |
| 63273                                                                                                       | 10.03.20             | -                         | Vitrified tiles                                                            | We have pending in old PO                         |       |
| 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 <sup>\$</sup> |       |
| 63064                                                                                                       | 26-11-19             | 1                         | Al Sliding Windows                                                         | supplier arranging for material                   |       |
| 63084                                                                                                       | 06-12-19             | 1-4                       | Tan brown granite                                                          | supplier arranging for material                   |       |
| 63091                                                                                                       | 10-12-19             | 1                         | Sliding windows                                                            | supplier arranging for material                   |       |
| 63092                                                                                                       | 11-12-19             | 2                         | AL three track windows                                                     | supplier arranging for material                   |       |
| 63098                                                                                                       | 13-12-19             | 1-12                      | Bath room tiles                                                            | Ready with supplier                               |       |
| 63104                                                                                                       | 16-12-19             | 1-6                       | Al windows three tracks                                                    | supplier arranging for material                   |       |
| 63108                                                                                                       | 18.12.19             | 1                         | Flooring tiles 800X1600                                                    | Ready with supplier                               |       |
| 63141                                                                                                       | 03-01-20             | 1                         | MS grills                                                                  | supplier arranging for material                   |       |
| 63172                                                                                                       | 27-01-20             | 1-3                       | MS gate                                                                    | supplier arranging for material                   |       |
| 63192                                                                                                       | 05.02.20             | 1-4                       | Tan brown granite                                                          | Supplier is arranging material                    |       |
| 63220                                                                                                       | 18.02.20             | 1-9                       | Panel doors                                                                | Ready with supplier                               |       |
| 63221                                                                                                       | 18.02.20             | 1                         | Utility tiles                                                              | Ready with supplier                               |       |
| 63228                                                                                                       | 21.02.20             | 1-4                       | Sanitary items                                                             | ready with supplier                               |       |
| 63229                                                                                                       | 21.02.20             | 1-6                       | Pannel doors                                                               | Supplier is arranging material                    |       |
| 63237                                                                                                       | 03.03.20             | 1-14                      | Plumbing items                                                             | supplier arranging for material                   |       |
| 63239                                                                                                       | 02.03.20             | 1-3                       | Black granite                                                              | supplier arranging for material                   |       |
| 63241                                                                                                       | 03.03.20             | 1-14                      | Plumbing material                                                          | supplier arranging for material                   |       |
| 63242                                                                                                       | 03.03.20             | 1-8                       | Plumning material                                                          | Ready with supplier                               |       |
| 63244                                                                                                       | 03.03.20             | 1-4                       | Plumbing material                                                          | supplier arranging for material                   |       |
| 63250                                                                                                       | 04.03.20             | 1-4                       | Sanitary items                                                             | supplier arranging for material                   |       |
| 63251                                                                                                       | 05.03.20             | 1-9                       | Electrical items                                                           | supplier arranging for material                   |       |
| 63252                                                                                                       | 05.03.20             | 5&10                      | Electrical items                                                           | Ready with supplier                               |       |
| 63254                                                                                                       | 05.03.20             | 1-6                       | Grills                                                                     | supplier arranging for material                   |       |
| 63255                                                                                                       | 05.03.20             | 1-2                       | Ms gate                                                                    | supplier arranging for material                   |       |
| 63258                                                                                                       | 06.03.20             | 1-3                       | Door beeding                                                               | supplier arranging for material                   |       |
| 63261                                                                                                       | 07.03.20             | 1                         | Blue sheets                                                                | supplier arranging for material                   |       |
| 63268                                                                                                       | 10.03.20             | 1                         | Al. Windows locks                                                          | Ready with supplier                               |       |
| 632674                                                                                                      | 10.03.20             | 1                         | Contry series tiles                                                        | Ready with supplier                               |       |
| 63275                                                                                                       | 10.03.20             | 1-2                       | Bath room tiles                                                            | Ready with supplier                               |       |
| No. of gate passes issued this week:                                                                        |                      |                           | From                                                                       | To                                                | NIL   |
| Delivery van site visit on:                                                                                 |                      |                           | Visited on dates: 08.03.20,09.03.20,11.03.20,12.03.20,13.03.20& 14.03.2020 |                                                   |       |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase?                                 |                      |                           |                                                                            | YES                                               |       |
| DC register Sl. No. during the week                                                                         | From No.             | 14857                     |                                                                            | To No.                                            | 14890 |
| Items not ordered but received: NIL                                                                         |                      |                           |                                                                            |                                                   |       |
| Items sent to HO /vendor that are pending for repair: NILL                                                  |                      |                           |                                                                            |                                                   |       |
| Other corrections & remarks:                                                                                |                      |                           |                                                                            |                                                   |       |

|         |                 |                       |             |
|---------|-----------------|-----------------------|-------------|
| Details | Project Manager | Admin Officer/Manager | Admin Audit |
| Sign    |                 |                       |             |
| Date    | 14.03.2020      | 14.03.2020            |             |

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!