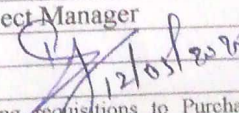


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver oak villas LLP	Date:	09.05.2020				
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi				
Report From / To	01.05.20 to 07.05.20 (Fri to Sat)	Approved by:	K Purshotham				
Report Date	09.05.2020						
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 [#]			
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			
155417	13.02.2020	1 and 2	Bottle green kerb sheets	Supplier is arranging for material			
155418	13.02.2020	1	Korean carpet grass	Supplier is arranging for material			
155556	24.02.2020	1 to 6	SS Number plate for villas	Supplier is arranging for material			
155597	11.03.20	1 to 14	Canto almond tiles balance	Supplier is arranging for material			
155598	13.03.20	1 to 2	Wall hanging lights with LED bulbs balance	Supplier is arranging for material			
155599	12.03.20	1 to 12	Open well submersible pump	Supplier is arranging for material			
155601	12.03.20	1 to 5	Brass MTEE and NRV balance	Supplier is arranging for material			
155602	14.03.20	1 to 3	NIREM plants balance	Supplier is arranging for material			
155607	16.03.20	1 to 12	Borewell submersible	Supplier is arranging for material			
155610	17.3.20	1 to 2	Indian comode and indian flush tank pending	Supplier is arranging for material			
155617	18.03.20	1 to 2	HDPE pipe pending	Supplier is arranging for material			
155619	18.03.2020	1 to 2	Transparent curing pipe	Supplier is arranging for material			
155624	20.3.20	1	GI U type clamp pending	Supplier is arranging for material			
155652	02-05-2020	1 to 8	Electrical wires 30% balance	Supplier is arranging for material			
155654	02-05-2020	1 to 11	Cpvc solution and cpvc pipe 20% balance	Supplier is arranging for material			
No. of gate passes issued this week:			2	From No.	13665	To No.	13666
Delivery van site visit on:							
Inward report (MRN/other) & stock report emailed in pdf format to purchase?						Yes / No	
DC register Sl. No. during the week			From No.	12814	To No.	12846	
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		12/05/2020					

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