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

| Company: | Villa Orchids LLP | Date: | 10.08.19 |
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| Site: | Villa Orchids | Prepared by: | M.MAHESH |
| Report From / To | 03.08.19 to 10.08.19 | Approved by: | A.SURESH |
| Report Date | 10.08.19 | | |

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 | | Item Description | Reason for not preparing PO/WO# |
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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$ |
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| 60789 | 14.01.19 | 2 to 6 | Sliding windows | PO no 56751 - we will get it from SSLLP |
| 60918 | 27.03.19 | 1 to 4 | Power coated Grills | PO no – 58066, - we will get it from SSLLP |
| 60924 | 29.03.19 | 1,3,4 | Sliding windows | PO no 58004 partly we received remaining we will get it from SSLLP |
| 60944 | 02-04-19 | 1 | MS ladder | PO no – 57932 , this week its going to complete later we will get it from SSLLP |
| 60956 | 13-04-19 | 1-4 | Tan brown granite | PO no – 57976 , we will get it from SSLLP |
| 60957 | 13-04-19 | 1-2 | Country series tiles | PO no 58139 WE arrange the labours & DCM to shift from BNC site |
| 60989 | 22.05.19 | 1-4 | Tan brown granite | PO no 58904, we will get it from SSLLP |
| 62587 | 15.05.19 | 1-4 | Tan brown granite | PO no 58903 . we will get it from SSLLP |
| 62588 | 15.05.19 | 1-2 | Black granite | PO no – 58902, we will get it from SSLLP |
| 62621 | 14.06.16 | 1-4 | Bathroom tiles | Po no 59320 we arrange the vehicle to shift it from BNC site |
| 62643 | 17.06.19 | 1-2 | Black granite | PO no 59321 we will get it from SSLLP |
| 62646 | 17.06.19 | 1-2 | Country series tiles | PO no – 59311 we arrange the vehicle to shift it from BNC site |
| 62654 | 19.06.19 | 1-3 | MS Gates | PO no – 59502 , we will get it from SSLLP |
| 62662 | 24.06.19 | 1-4 | AL-Windows | PO no 59529 we will get it from SSLLP |
| 62673 | 02.07.19 | 1-4 | Al-Windows | PO no 59815, we will get it from SSLLP |
| 62674 | 02.07.19 | 1-2 | SS Name Plates | PO no -59716, selva is going to collect from supplier |
| 62675 | 02.07.19 | 1-2 | SS Name Plates | PO no – 59711 selva is going to collect from supplier |
| 62676 | 02.07.19 | 1-2 | SS Name Plates | PO no -59713 selva is going to collect from supplier |

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| 62677 | 02.07.19 | 1-2 | SS Name Plates | PO no -59712 selva is going to collect from supplier |
| 62678 | 02.07.19 | 1-2 | SS Name Plates | PO no – 59715 selva is going to collect from supplier |
| 62679 | 02.07.19 | 1-2 | SS Name Plates | PO no – 59720 selva is going to collect from supplier |
| 62680 | 02.07.19 | 1-2 | SS Name Plates | PO no – 59714 selva is going to collect from supplier |
| 62681 | 02.07.19 | 1-2 | SS Name Plates | PO no – 59718 selva is going to collect from supplier |
| 62785 | 02.07.19 | 1 | PVC water tanks – 500 liters | Po no 59893, we will get it from SSLLP |
| 62788 | 03.07.19 | 1 | Binding wire 50 kgs | PO no 59741 we will get it from SSLLP |
| 62792 | 04.07.19 | 4 | RO plant material | PO no 59787 cartridges are pending with Icon Water Solutions , he is going to sent this week. |
| 62798 | 06.07.19 | 29,30,33,34 | CPVC MATERIAL | PO no 60094, SSLLP - out of 1-39 items only 4 items are pending . |
| 62799 | 06.07.19 | 2 | PVC tanks | PO no 59847 , only 9 nos are pending. |
| 62800 | 06.07.19 | 6,11,15,16,17 | PVC material | PO no 59863 , out of 1-29 items only 5 items are pending- we get it from SSLLP |
| 62804 | 06.07.19 | 1 | PVC gallitrap | PO no 59878, we will get it from SSLLP |
| 62805 | 31.07.19 | 1 | Gova rope | Po no 60532 we will get it from SSLLP |
| 62809 | 09.07.19 | 1-4 | TAN BROWN granite | Po no 59960 we will get it from SSLLP after making cutting pieces |
| 62810 | 09.07.19 | 1-4 | Black granite | Po no 59959 we will get it from SSLLP after making cutting pieces |
| 62813 | 12.07.19 | 1 | Armor cable | Po no 59984 , Premier Engineering Corporation. Delivery vehicle is under repair |
| 62814 | 12.07.19 | 1-2 | MS-Railing | PO no 60082 , we will get it from SSLLP |
| 62815 | 12.07.19 | 1-2 | MS-Railing | PO no 60081 , we will get it from SSLLP |
| 62824 | 20.07.19 | 1-10 | General material | PO no 60151, we will get it from SSLLP |
| 62825 | 22.07.19 | 1-8 | Panel door | Po no 60189 we will get it from SSLLP |
| 62826 | 22.07.19 | 1-4 | Door beeding | PO no 60186 we will get it from SSLLP |
| 62829 | 23.07.19 | 1-5 | Al-windows | Po no 60205 we will get it from SSLLP |
| 62830 | 23.07.19 | 1-4 | Al-windows | Po no 60214 we will get it from SSLLP |
| 62831 | 23.07.19 | 1-4 | Al-windows | Po no 60218 we will get it from SSLLP |
| 62832 | 23.07.19 | 1-6 | Al-windows | Po no 60213 we will get it from SSLLP |
| 62833 | 23.07.19 | 1-5 | Al-windows | Po no 60202 we will get it from SSLLP |

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| 62835 | 23.07.19 | 1 | PVC drums | PO no – 60231 Out of 10 we received 8 nos remaining there is no stock it seems in SSLLP stores |
| 62836 | 24.07.19 | 1-2 | Flat files & ring binders | PO no 60255, we will get it from SSLLP |

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| No. of gate passes issued this week: | Nil | From No. | Nil | To No. | Nil |
| Delivery van site visit on: | 07.08.19 & 09.08.19 | | | | |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase? | Yes | | | | |
| DC register Sl. No. during the week | From No. | 13856 | To No. | 13869. | |
| Items not ordered but received: NIL | | | | | |
| Items sent to HO /vendor that are pending for repair: NIL | | | | | |
| Other corrections & remarks: for VOC & KNM purpose we have Dost vehicle , that is under repair so this week material is unable to received at site . | | | | | |

| 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, 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!