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

| | | | VER OAK VILLAS -LLI | | Date: | | 09-06-2018 | |
|--|----------|-------------|------------------------------|-----------------------------------|------------------|--|-------------------------------------|--|
| Site: SOV | | | - LLP | | Prepared by: | | M.MAHESH | |
| | | | 2018 TO 09-06-2018 | | Approved by: | | K.PURSHOTHAM | |
| Report Date | | 09-06- | | | | | | |
| 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 In Req. | | Description | | Remarks | |
| 67267 | 16-05-18 | | 1-7 | S | oft Drinks PO is | | Not racing | |
| | | | | | | | <u> </u> | |
| List of requisitions where items have not been received at site beyond the lead time: | | | | | | | | |
| Req No. | Req Date | | Serial no of item in Req. | Item Description | | De | etails of quantity not received | |
| 67269 | 16-05-18 | | 1-1 | Floor mats | | Durck | hase-Asst have to coordinate | |
| 07207 | 10-03-10 | | | 1 1001 mais | | with supplier. He is ready to issue the mats | | |
| 67270 | 18-05-18 | | 1-1 | Vitrified tiles | | Supplier is going to deliver the | | |
| | | | | | | stock by Monday Morning (June | | |
| | | | | | | 1.1 th). | ey monady menning (cure | |
| 67282 | 25-05-18 | | 1-4 | Dr | Door frames | | Pandu ranga supplier is going to | |
| | | | | | | | er on Monday & remaining | |
| 67284 04-06-18 | | 18 | 1-5 | Steel items | | l spol | ce to Supplier as he | |
| | | | | | | conveyed me delivering the | | |
| | | | | | | | material on June 14 th . | |
| | | | | | | | | |
| Details of pending installation beyond due date of modular kitchen, furniture & soft furnishings": | | | | | | | | |
| | | Villa No | Installation due date | | Item | | Remarks | |
| | | | | | | | | |
| No. of gate passes issued this w | | | week: | 0 | From No. | NII | L To No. NIL | |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes / No | | | | | | | | |
| Items not ordered but received: | | | | | | | | |
| Other corrections & remarks: | | | | | | | | |
| Details | |] | Project Manager | Admin Officer/Manager Admin Audit | | 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!

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

| | | SILV | /ER OAK VILLAS -LLP | | 834 | Date: | | 09-06-2018 | |
|--|----------------------|-------|---------------------------|--------------------------|------------------|-----------------------------------|-------|--|--------|
| Site: SOV | | | - LLP | | | Prepared by: | | M.MAHESH | |
| | | | 1-2018 TO 09-06-2018 | | | Approved by: | | K.PURSHOTHAM | |
| Report Date | | 09-06 | | | | | | | |
| 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 | | | Remarks | |
| 67267 | 16-05-18 | | | 1-7 | Soft Drinks | | PO i | PO is Not racing | |
| | | | | | | | | | |
| List of requisitions where items have not been received at site beyond the lead time: | | | | | | | | | |
| Req No. | Req Date | | Seria | nl no of item in Req. | Item Description | | | Details of quantity not received | |
| 67269 | 16-05-18 | | | 1-1 | Floor mats | | with | Purchase-Asst have to coordinate with supplier.He is ready to issue the mats | |
| 67270 | 18-05-18 | | | 1-1 | Vitrified tiles | | | Supplier is going to deliver the stock by Monday Morning (June | |
| | | | | | | | |). | |
| 67282 | 25-05-18 | | | 1-4 | Door frames | | Pano | du ranga supplier is going to | |
| | | | | | | | deliv | ver on Monday & remaining SLLP | |
| 67284 | 04-06-18 | | | 1-5 | Steel items | | conv | oke to Supplier as he veyed me delivering the erial on June 14 th . | |
| | | | | | | İ | | | |
| Details of pending installation beyond due date of modular kitchen, furniture & soft furnishings#: | | | | | | | | | |
| Req No | No Flat/ Villa No | | Inst | allation due date | Item | | 2.3 | Remarks | |
| | | | | | | | | | |
| No. of gate passes issued this | | | | | 0 | From No | . N | IL To No. NIL | |
| Inward report (MRN/other) & stock report emailed in pdf form | | | | | format to | purchase? | | Yes / No | |
| Items not ordered but received: | | | | | | | | | |
| Other corrections & remarks: | | | | | | | | | |
| Details | | | Project Manager | | | Admin Officer/Manager Admin Audit | | Admin Audit | |
| Sign | | | | | | | | | \Box |
| Date | | | | | | | | | |

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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!

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| Company: SILV | | VER OAK VILLAS -LLP | Date: | 09-06-2018 | | | | |
|--|-----------------------------|---------------------------|-----------------------------------|--|--|--|--|--|
| Site: SOV | | / - LLP | Prepared by: | M.MAHESH | | | | |
| Report From / | | 01-2018 TO 09-06-2018 | Approved by: | K.PURSHOTHAM | | | | |
| Report Date | 09-0 | 06-2018 | | | | | | |
| 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 | Remarks | | | | |
| 67267 | 16-05-18 | 1-7 | Soft Drinks | PO is Not racing | | | | |
| | | | | | | | | |
| List of requisitions where items have not been received at site beyond the lead time: | | | | | | | | |
| Req No. | Reg Date | Serial no of item in | Item Description | Details of quantity not received | | | | |
| κοη 140. | Req Baix | Req. | ttem Description | Details of quality not received | | | | |
| 67269 | 16-05-18 | 1-1 | Floor mats | Purchase-Asst have to coordinate | | | | |
| | | | | with supplier. He is ready to issue | | | | |
| | | | | the mats | | | | |
| 67270 | 18-05-18 | -18 1-1 Vitrified tiles | | | | | | |
| 07270 | 16-03-16 | 1-1 | virmed thes | Supplier is going to deliver the stock by Monday Morning (June | | | | |
| | | | | | | | | |
| | | | | 11 th). | | | | |
| 67282 | 25-05-18 | 1-4 | Door frames | Pandu ranga supplier is going to | | | | |
| | | | | deliver on Monday & remaining | | | | |
| | | | | at SSLLP | | | | |
| | | | | | | | | |
| 67284 | 84 04-06-18 1-5 Steel items | | Steel items | I spoke to Supplier as he conveyed me delivering the | | | | |
| 0.0010 | | | Steel Items | | | | | |
| | | | | material on June 14 th . | | | | |
| | | | | material on June 14". | | | | |
| | | | | | | | | |
| Details of pending installation beyond due date of modular kitchen, furniture & soft furnishings#: | | | | | | | | |
| Req No | Flat/Vil | la Installation due date | Item | Remarks | | | | |
| | No | | | | | | | |
| No. of gate pas | ann issued the | | 0 5 | NIII TO NIII | | | | |
| | | | 0 From No. | NIL To No. NIL | | | | |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes / No | | | | | | | | |
| Items not ordered but received: | | | | | | | | |
| Other corrections & remarks: | | | | | | | | |
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