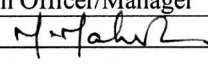
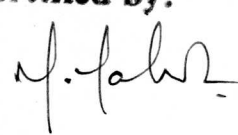


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	SILVER OAK VILLAS-LLP	Date:	16-12-17
Site:	SOV-LLP	Prepared by:	M MAHESH
Report From / To	01-01-17 TO 16-12-17	Approved by:	K PURSHOTHAM
Report Date	16-12-17		
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
			Remarks
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
			Details of quantity not received
67119	23-10-17	1	NEW PRINTER CATRIDGES
			Received 1 no of cartridge instead of 2 nos
67120	26-10-17	1-8	1. L bend lock Patti 2. Anchor bolt pin type 3. Round plates 3" 4. Gate hinges-10"
			Local purchase material , till now we have not received material from one month ago . purchase Assts are repeatedly saying that tomorrow and day after tomorrow
67140	28-11-17	2	Self thread screws
			Supplier forgets to deliver, while delivering MS sheets. I ask to hand over to our purchase-Asst
67145	08-12-17	3	Fischers
			This material is pending
67146	08-12-17	2-6	CPVC material
			Supplier is asking to send the purchase vehicle
67148	13-12-17	1-2	12mm sq-rods L-Angle
			Material is ready with supplier , I requested haribabu sir to send the vehicle . even though material not received.
Details of pending installation beyond due date of modular kitchen, furniture & soft furnishings#:			
Req No	Flat/ Villa No	Installation due date	Item
			Remarks
No. of gate passes issued this week:		0	From No.
			NIL
Inward report (MRN/other) & stock report emailed in pdf format to purchase?		Yes / No	
Items not ordered but received:			
Other corrections & remarks: 1. we have sent earth compaction machine for repair (Balaji Enterprises), physically I have visited twice to service center . there is no response . the same I have informed Hari babu sir to take necessary action. In this regard I have sent Mail to Haribabu sir.			
2. we required machine very urgently			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date - 16-12-17			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and 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 PO bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested

Certified by:

Admin. Officer
SILVER OAK VILLAS LLP

Certified by:

Project Manager
SILVER OAK VILLAS LLP

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!