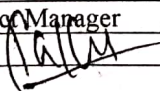
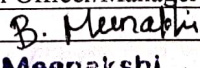


**Remarks from site on the 'Requisition by Site Report' of purchase division**

Company:	Silver oak villas LLP	Date:	23.05.2020		
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi		
Report From / To	15.05.20 to 23.05.20 (Fri to Sat)	Approved by:	K Purshotham		
Report Date	23.05.2020				
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#	
155694	13.05.20	1	Lavichitra polyester with floral net (Rusted colour)		
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>s</sup>	
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	
155573	28.02.2020	1	FRP Pipes	Supplier is arranging for material	
155597	11.03.2020	1 to 14	Canto almond tiles balance	Supplier is arranging for material	
155598	13.03.2020	1 to 2	Wall hanging lights with LED bulbs balance	Supplier is arranging for material	
155599	12.03.2020	1 to 12	Open well submersible pump	Supplier is arranging for material	
155602	14.03.2020	1 to 3	NIREM plants balance	Supplier is arranging for material	
155619	18.03.2020	1 to 2	Transparent curing pipe pending	Supplier is arranging for material	
155652	02.05.2020	1 to 14	Electrical wires 10% balance	Supplier is arranging for material	
155680	08.05.2020	1 to 4	Hardware material wood screws and MS nails pending	Supplier is arranging for material	
155691	13.05.2020	1 to 4	Maharaja beige tiles pending	Supplier is arranging for material	
155695	13.05.2020	1	Legal papers	Supplier is arranging for material	
No. of gate passes issued this week:	1	From No.	1455	To No.	1455
Delivery van site visit on:	20.05.2020(wed)21.05.2020(thursday)23.05.2020(sat)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No	
DC register Sl. No. during the week	From No.	12879	To No.	12918	
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		<b>Meenakshi</b>			

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 officers 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!