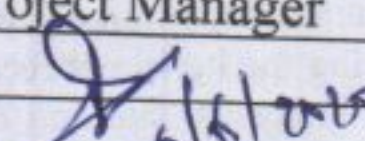
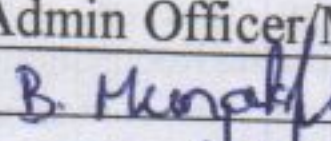
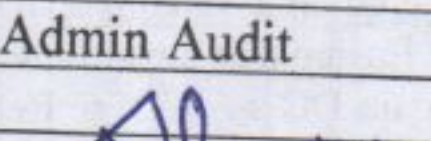


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver oak villas LLP	Date:	06.06.2020	
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi	
Report From / To	29.05.20 to 06.06.20 (Fri to Sat)	Approved by:	K Purshotham	
Report Date	06.06.2020			
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
155418	13.02.2020	1	Korean carpet grass	Supplier is arranging for material
155573	28.02.2020	1	FRP Pipes	Supplier said after reciving advances they will arrange material
155597	11.03.2020	1 to 14	Canto almond tiles balance	Supplier said present there is no stock (serching aleranate by supplier)
155680	08.05.2020	1 to 4	Hardware material holdfast and wood screes 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
155716	19.05.2020	1 to 4	Black enamel paint and turpent oil pending	Supplier is arranging for material
155728	20.05.2020	1 to 2	Silver oak plants and shaded grass pending	Supplier is arranging for material
155740	26.05.2020	1 to 24	Electrical switches 40% balance	Supplier is arranging for material
155744	26.05.2020	1 to 2	Country almond tiles pending	Supplier is arranging for material
155743	26.05.2020	1 to	General material pending	Supplier is arranging for material
155748	27.05.2020	1	Square pipe pending	Supplier is arranging for material
155751	27.05.2020	5 to 8	cylindrical locks 30% balance	Supplier is arranging for material
155755	30.05.2020	1 to 2	PVC 90degre bend and PVC pipe pending	Supplier is arranging for material
155756	30.05.2020	1 to 38	CPVC material pending	Supplier is arranging for material
155757	30.05.2020	1 to 4	Tiles maharaja off white pending	Supplier is arranging for material
No. of gate passes issued this week:		2	From No.	1472 To No. 1473
Delivery van site visit on:		30.05.20(sat)01.06.20(mon)02.06.20(tues)05.06.2020(friday)		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No	
DC register Sl. No. during the week	From No.	12952	To No.	12985
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	6/6/20	6/6/20	6/6/20	

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 DC s / 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 MD s 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!