

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

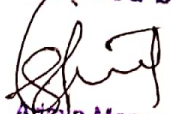
|                                                                                                             |                          |                           |                                                               |
|-------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------|---------------------------------------------------------------|
| Company:                                                                                                    | Villa Orchids LLP        | Date:                     | 15.02.2020                                                    |
| Site:                                                                                                       | Villa Orchids            | Prepared by:              | SHARVANI                                                      |
| Report From / To                                                                                            | 07.02.2020 to 14.02.2020 | Approved by:              | A.SURESH                                                      |
| Report Date                                                                                                 | 15.02.2020               |                           |                                                               |
| List of requisitions numbers missing in the report*:63204,63215                                             |                          |                           |                                                               |
| List of requisitions where PO/WO not prepared 3 working days after requisition:                             |                          |                           |                                                               |
| Req No.                                                                                                     | Req Date                 | Serial no of item in Req. | Reason for not preparing PO/WO <sup>#</sup>                   |
| 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. | Details of discussion with supplier <sup>\$</sup>             |
| 63064                                                                                                       | 26-11-19                 | 1                         | AI Sliding Windows PO no 63469 . we will get it from SSSLP    |
| 63084                                                                                                       | 06-12-19                 | 1-4                       | Tan brown granite PO no.63842 we will get it from SSSLP       |
| 63091                                                                                                       | 10-12-19                 | 1-6                       | Sliding windows PO no.63931 we will get it from SSSLP         |
| 63092                                                                                                       | 11-12-19                 | 1-6                       | AL three track windows PO no.63951 we will get it from SSSLP  |
| 63098                                                                                                       | 13-12-19                 | 1-12                      | Bath room tiles PO no 64020 we will get it from SSSLP         |
| 63104                                                                                                       | 16-12-19                 | 1-6                       | AI windows three tracks PO no 64141 we will get it from SSSLP |
| 63108                                                                                                       | 18.12.19                 | 1                         | Flooring tiles 800X1600 PO no 64130 we will get it from SSSLP |
| 63141                                                                                                       | 03-01-20                 | 1-7                       | MS grills PO no64664 we will get it from SSSLP                |
| 63153                                                                                                       | 13-01-20                 | 9                         | Pvc material PO no64856 we will get it from SSSLP             |
| 63161                                                                                                       | 21-01-20                 | 2                         | Vitrified tiles PO no65002 we will get it from SSSLP          |
| 63172                                                                                                       | 27-01-20                 | 1-3                       | MS gate PO no65315 we will get it from SSSLP                  |
| 63176                                                                                                       | 27-01-20                 | 1-3                       | Main door beading PO no65141 we will get it from SSSLP        |
| 63191                                                                                                       | 04.02.20                 | 1                         | Plastron water tanks PO no65398 we will get it from SSSLP     |
| 63192                                                                                                       | 05.02.20                 | 1-4                       | Tan brown granite PO no65524 we will get it from SSSLP        |
| 63193                                                                                                       | 07.02.20                 | 1-3                       | Painting material PO no65552 we will get it from SSSLP        |
| 63198                                                                                                       | 10.02.20                 | 1-12                      | Electrical items PO no65643we will get it from SSSLP          |
| 63199                                                                                                       | 10.02.20                 | 1-14                      | Electrical items PO no65678we will get it from SSSLP          |
| 63201                                                                                                       | 11.02.20                 | 1-2                       | PVC material PO no65659 we will get it from SSSLP             |
| 63202                                                                                                       | 11.02.20                 | 1-2                       | Almond grout PO no65667 we will get it from SSSLP             |
| 63205                                                                                                       | 11.02.20                 | 1-3                       | sponges PO no65658 we will get it from SSSLP                  |
| 63206                                                                                                       | 11.02.20                 | 1-10                      | Consumables PO no65717 we will get it from SSSLP              |
| 63207                                                                                                       | 11.02.20                 | 1-5                       | Consumables PO no65719we will get it from SSSLP               |
| 63208                                                                                                       | 11.02.20                 | 1-10                      | Stationery items PO no65703 we will get it from SSSLP         |
| 63209                                                                                                       | 11.02.20                 | 1-9                       | Stationery items PO no65705 we will get it from SSSLP         |
| 63210                                                                                                       | 11.02.20                 | 1                         | Black polithene bags PO no65695 we will get it from SSSLP     |
| 63213                                                                                                       | 11.02.20                 | 1-2                       | Coffee powder PO no65693 we will get it from SSSLP            |
| 632216                                                                                                      | 11.02.20                 | 1                         | Blue sheets PO no65720 we will get it from SSSLP              |
| No. of gate passes issued this week:                                                                        | 1                        | From                      | To NIL                                                        |
| Delivery van site visit on:                                                                                 | Regularly                |                           |                                                               |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase?                                 | YES                      |                           |                                                               |
| DC register Sl. No. during the week                                                                         | From No.                 | 14721                     | To No. 14754                                                  |
| Items not ordered but received:                                                                             | NIL                      |                           |                                                               |
| Items sent to HO /vendor that are pending for repair:                                                       | NILL                     |                           |                                                               |
| Other corrections & remarks:                                                                                |                          |                           |                                                               |
| Details                                                                                                     | Project Manager          | Admin Officer/Manager     | Admin Audit                                                   |
| Sign                                                                                                        |                          |                           |                                                               |
| Date                                                                                                        | 15/02.2020               | 15.02.2020                |                                                               |

**APPROVED BY**  
A SURESH  
15 FEB 2020

**Certified by:**  
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Admin Manager  
VILLA ORCHIDS LLP

| Reply to remarks on requisition by site report.                                                             |                        |                                   |                                                    |                          |                                                    |
|-------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------|----------------------------------------------------|--------------------------|----------------------------------------------------|
| Prepared by:                                                                                                | Riyazuddin             |                                   |                                                    |                          |                                                    |
| Report from/to                                                                                              | 31.01.20 to 06.02.2020 |                                   | 08.02.2020                                         |                          |                                                    |
| Site:                                                                                                       | VOC                    |                                   |                                                    | Date                     |                                                    |
| List of requisitions where PO/WO not prepared 3 working days after requisitions                             |                        |                                   |                                                    | Remarks by Shiva Krishna |                                                    |
| Requisition No                                                                                              | Requisition Date       | Material Description              | Purchase Manager - Remarks                         | Material delivered?      | If material is not delivered - is delay justified? |
| 63143                                                                                                       | 03.01.20               | Country Series Tiles              | PO to be Issued                                    | no                       |                                                    |
| 63175                                                                                                       | 28.01.20               | Bathroom Tiles                    | PO to be Issued                                    | yes                      |                                                    |
| 63182                                                                                                       | 07.02.20               | Bathroom Tiles                    | PO to be Issued                                    | no                       |                                                    |
| 63184                                                                                                       | 31.01.20               | Country Series Tiles              | PO to be Issued                                    | no                       |                                                    |
| 63188                                                                                                       | 03.02.20               | Vitrified tiles                   | PO to be Issued                                    | no                       |                                                    |
| List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time: |                        |                                   |                                                    |                          |                                                    |
| Req. No                                                                                                     | Req. Date              | Item Description                  | Details of Discussion with Supplier                |                          |                                                    |
| 63064                                                                                                       | 26.11.19               | Al. Sliding Window                | PO NO: 63469 to SSLLP - Avail. Stock Send the Veh. | no                       |                                                    |
| 63084                                                                                                       | 06.12.19               | Tan Brown Granite                 | PO NO: 63842 to SSLLP - Avail. Followup & collect  | no                       |                                                    |
| 63091                                                                                                       | 10.12.19               | Sliding Windows                   | PO NO: 63931 to SSLLP - Avail. Followup & Collect  | no                       |                                                    |
| 63092                                                                                                       | 11.12.19               | Al. 3 Track Windows               | PO NO: 63951 to SSLLP - Avail. Followup & collect  | no                       |                                                    |
| 63098                                                                                                       | 13.12.19               | Bathroom Tiles                    | PO NO: 64020 to SSLLP Avail. Send & collect        | no                       |                                                    |
| 63104                                                                                                       | 16.12.19               | Al Windows 3 Track                | PO NO: 64141 to SSLLP Avail Send & collect         | no                       |                                                    |
| 63108                                                                                                       | 18.12.19               | Flooring Tiles 800 x 1600         | PO NO: 64130 to SSLLP Avail followup & collect     | no                       |                                                    |
| 63123                                                                                                       | 26.12.19               | Black Granite                     | PO NO: 64348 to SSLLP Avail. Followup & collect    | yes                      |                                                    |
| 63136                                                                                                       | 31.12.19               | Main Door Beeding                 | PO NO: 64512 to SSLLP Delivered                    | yes                      |                                                    |
| 63141                                                                                                       | 03.01.20               | MS Grills                         | PO NO: 64664 to SSLLP Avail. Followup & collect    | no                       |                                                    |
| 63153                                                                                                       | 13.01.20               | PVC Material                      | PO NO: 64859 to SSLLP Partly delivered Bal by Mon  | no                       |                                                    |
| 63156                                                                                                       | 14.01.20               | Country Series cofee rustic tiles | PO NO: 64859 to SSLLP Avail. Followup              | yes                      |                                                    |
| 63161                                                                                                       | 21.01.20               | Vitrified Tiles                   | PO NO: 65002 to SSLLP Avail Followup               | no                       |                                                    |
| 63162                                                                                                       | 21.01.20               | Vitrified Tiles                   | PO NO: 64991 to SSLLP Avail. Followup              | yes                      |                                                    |
| 63164                                                                                                       | 22.01.20               | Misc. Items                       | PO NO: 64977 to SSLLP Delivery by tomorrow         | yes                      |                                                    |
| 63168                                                                                                       | 23.01.20               | Plumbing Materials                | PO NO: 65026 & 65027 Praful Sani. Follow up with S | yes                      |                                                    |
| 63169                                                                                                       | 24.01.20               | Misc. Items                       | PO NO: 65040 to SSLLP PO NO:65040 Avail. Del. B    | yes                      |                                                    |
| 63171                                                                                                       | 25.01.20               | Tan Brown Granite                 | PO NO: 65205 to SSLLP Avail. Followup & collect    | yes                      |                                                    |
| 63172                                                                                                       | 27.01.20               | MS Gates                          | PO NO: 65315 to SSLLP Avail. Followup & collect    | no                       |                                                    |
| 63176                                                                                                       | 27.01.20               | Main Door Beeding                 | PO NO: 65141 to SSLLP Avail. Del. By tomorrow      | yes                      |                                                    |
| 63177                                                                                                       | 04.02.20               | Stationery Items                  | PO NO: 65430 to SSLLP Delivered                    | yes                      |                                                    |
| 63178                                                                                                       | 04.02.20               | Consumable Items                  | PO NO: 65433 to SSLLP Delivered                    | yes                      |                                                    |
| 63183                                                                                                       | 31.01.20               | Electrical Items                  | PO NO: 65322 to SSLLP Delivered                    | yes                      |                                                    |
| 63187                                                                                                       | 03.02.20               | Electrical Items                  | PO NO: 65349 to SSLLP Avail. Del. By tomorrow      | yes                      |                                                    |
| 63189                                                                                                       | 04.02.20               | Bronze Ball Cock                  | PO NO: 65397 to Ganesh Tube - Delivered            | yes                      |                                                    |
| 63190                                                                                                       | 04.02.20               | Araldite                          | PO NO: 65396 to SSLLP Delivered                    | yes                      |                                                    |
| 63191                                                                                                       | 04.02.20               | Plastron water tanks              | PO NO: 65398 to SSLLP Avail. Del. By tomorrow      | no                       |                                                    |

Certified by:



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