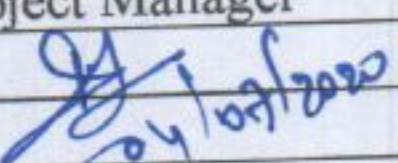


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver oak villas LLP	Date:	04-07-2020	
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi	
Report From / To	26-06-20 to 04-07-20(fri to sat)	Approved by:	K Purshotham	
Report Date	04-07-2020			
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#
155830	27.6.20	1	Executive bag	
155831	27.6.20	1	Executive bag	
155835	29.06.20	1 to 4	Bathroom Tiles	
155839	30.06.20	1 to 4	MS Gates	
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
155597	11.03.2020	1 to 14	Canto almond tiles recived 20% balance	Supplier is arranging for material
155691	13.05.2020	1 to 4	Maharaja beige tile 10% pending	Supplier is arranging for material
155718	1.05.2020	1	Shabad stone 50% pending	Supplier is arranging for material
155744	26.05.2020	2	Country almond tiles 50% pending	Supplier is arranging for material
155760	01-06-2020	1 to 3	Plates and bowls pending	Supplier is arranging for material
155785	12.06.2020	1	Crack filling chemical pending 10nos	Supplier is arranging for material
155806	20.06.2020	1	Lappaum	Supplier is arranging for material
155813	22.6.2020	1	Cameras	Supplier is arranging for material
155820	25.06.20	1 to 2	Wall brush and alage brush pending	Supplier is arranging for material
155826	25.06.20	1	Cofee powder	Supplier is arranging for material
155827	26.6.20	1	Pvc rigid pipe pending	Supplier is arranging for material
155828	26.6.20	1 to 8	Panel doors pending	Supplier is arranging for material
155829	26.6.20	1 to 11	Electrical switches	Supplier is arranging for material
155832	29.06.20	1 to 25	Electrical switches pending	Supplier is arranging for material
155837	29.06.20	1	Gate lights 50% pending	Supplier is arranging for material
155840	30.06.2020	1 to 26	Electrical switches	Supplier is arranging for material
155841	30.06.2020	1 to 26	Electrical switches	Supplier is arranging for material
No. of gate passes issued this week: 3 From No. 1497 To No. 1500				
Delivery van site visit on: 27.06.20(sat (sov)), 28.06.20(sunday), 29.06.20(sov)monday), 30.06.20((NE)tuesday), 01.7.20(sov)(wed) 02.07.20((sov)thursady), 03.07.20(ne)(friday)), 04.07.20(sat(sov))				
In 16.ward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No
DC register Sl. No. during the week	From No.	13081	To No.	13095
Items not ordered but received:				Nil
Items sent to HO /vendor that are pending for repair:				

Other corrections & remarks: gate pass no.1498 cancelled.			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign		B. Menoksh 4/7/20	
Date	04/07/2020		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumam@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!