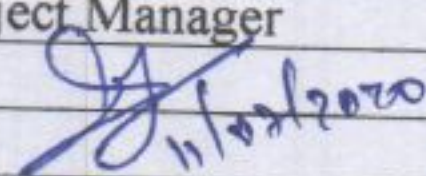


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver oak villas LLP	Date:	11-07-2020	
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi	
Report From / To	03-07-2020 to 11-07-2020 (fri to sat)	Approved by:	K Purshotham	
Report Date	11-07-2020			
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#
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
155718	1.05.2020	1	Shabad stone 50% pending	Supplier is arranging for material
155760	01-06-2020	1 to 3	Plates and bowls pending	Supplier is arranging for material
155813	22.6.2020	1	Cameras	Supplier is arranging for material
155820	25.06.2020	1 to 2	Wall brush and alage brush pending	Supplier is arranging for material
155828	26.6.2020	1 to 8	Panel doors 04 nos pending	Supplier is arranging for material
155830	27.6.2020	1	Executive bag	Supplier is arranging for material
155831	27.6.2020	1	Executive bag	Supplier is arranging for material
155835	29.06.2020	04	Maharaja offwhite tiles 32 boxes pending	Supplier is arranging for material
155838	30.06.2020	1	Lappam pending	Supplier is arranging for material
155840	30.06.2020	1 to 26	Electrical switches pending	Supplier is arranging for material
155845	02-07-2020	1	Shabad stone	Supplier is arranging for material
155847	03.07.2020	12	Waste pipe 3 nos pending	Supplier is arranging for material
155849	03.07.2020	1	Fruit packing cover pending	Supplier is arranging for material
155852	04.07.2020	1 to 3	Albito white plus and barstow tiles pending	Supplier is arranging for material
155853	04.07.2020	1	Country rosso tiles pending	Supplier is arranging for material
155855	06.07.2020	1	Fishers 6mm 8 boxes pending	Supplier is arranging for material
No. of gate passes issued this week:		4	From No.	1201 To No. 1204
Delivery van site visit on:		03.07.20(ne)(friday), 04.07.20(sat(sov)) 05.07.20(sun), 06.07.20(mon)(sov) 07.07.20(tue)(ne), 08.07.20(wed(sov)), 09.07.2020(thur)(so v), 10.07.20(fri)(sov), 11.07.2020(sat)(sov and ne))		
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.	13096	To No.	13130
Items not ordered but received:		Nil		
Items sent to HO / vendor that are pending for repair: Coffee machine send to Gautham enterprises due to repair.				
Other corrections & remarks:				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign		B. Meenakshi		
Date	11/07/2020	11/7/20		

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

Work can proceed to next stage
in the CC report form completed.
Corrections and alterations are not allowed

Project in-charge	Site	Date