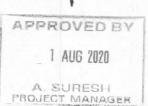
Remarks from site on the 'Requisition by Site Report' of purchase division

Company: Villa Orchids LLF			Date:			01-08-2020	
Site:		Villa Orchids		Prepared by:		K.SNEHA	
		07-20 to 01-08-2	20	Approved by:		A.SURESH	
		01-08-2020					
ist of requis	itions number	s missing in the	reno	rt*: 63427			
List of requis	itions where l	PO/WO not pret	pared	3 working days afte	r requisition:		
Req No.	requisitions where PO/WO not prepared to the		Item Description		Reason for not preparing PO/WO#		
Req No.	Req Date	Serial no of item in Req.	Item Description		Details of discussion with supplier ⁸		
63309	11-05-20	1	Country series		PO No.67274 Ready with supplier		
63333	23-05-20	1	Lupum bags		PO No.67430 Ready with supplier		
63342	26-05-20	1-24	Pvc material		PO No.67588 Ready with supplier		
63350	28-05-20	2	Contry series tiles		PO No.67591 Ready with supplier		
63357	04-06-20	1-2	Armor cable		PO No.67743 Ready with supplier		
63374	15-06-20	1,2&4	Al. Windows		PO No 68266 Ready with supplier		
63386	23-06-20	1-2	Black granite		PO No.68417 Ready with supplier		
63407	29-06-20	1-2	Utility tiles		PO No.68492 Ready with supplier		
63424	04-07-20	3,7	MS grills		PO No 68698 Ready with supplier		
63429	07-07-20	3,7	Panel doors		PO No 68707 Ready with supplier		
63432	07-07-20	1-12	Tiles		PO No 68708 Ready with supplier		
63436	08-07-20	1-2	Lappam		PO No 68776 Ready with supplier		
63438	08-07-20	1-12	Tiles		PO No 68758 Ready with supplier		
63441	10-07-20	1-2	Black grainte		PO No 68856 Ready with supplier		
63443	14-07-20	2,5	Brass ball corck		PO No 69016 Ready with supplier		
63445	20-07-20	1	Cer	nent	PO No 68948 Ready with supplier		
63446	23-07-20	1	SS Railing		PO No 69056 Ready with supplier		
63447	17-07-20	1-6	Al	windows PO No.69068 Ready with supplier			
63448	17-07-20			itary	PO No.68919 Ready with supplier		
63450	22-07-20			a board	PO No. 69204 Ready with supplier		
63451	22-07-20			a board	PO No.69205 Ready with supplier		
63452			False celling		PO No.69031 Ready with supplier		
63453	21-07-20 1		Flase celling		PO No.69032 Ready with supplier		
63454			Misc items		PO No.69008 Ready with supplier		
63455	31-07-20	1-10	Pvc pipe		PO No.69344 Ready with supplier		
63456	31-07-20		Cpvc pipe		PO No.69342 Ready with supplier		
63461	25-07-20		Ms gate with powder		PO No.69138 Ready with supplier		
63462	28-07-20		Pannel doors		PO No.69275 Ready with supplier		
63463	28-07-20		Sanitizers		PO No.69255 Ready with supplier		
	passes issued			IIL From No.		To No.	
Delivery va	n site visit on	:	Vi	sited on dates 25th,29	9th july 2020		
Inward report (MRN/other) & stock repo				ailed in pdf format t	Yes		
DC register Sl. No. during the week From					To No. 15193		
Items not o	rdered but rec	eived: NIL					
Items sent	to HO /vendor	that are pendin	g for	repair: NIL			
Details Project Manag				Admin Officer/	Admin Audit		
Sign							
Date		01-08-2020	1	01-	08-2020		



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

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