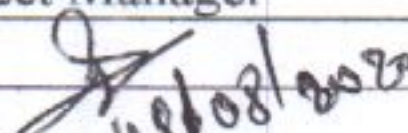
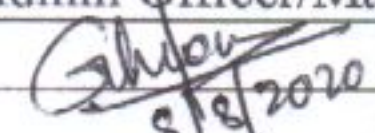


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver oak villas LLP	Date:	08-08-2020	
Site:	Silver Oak Villas	Prepared by:	G.Mona	
Report From / To	31-07-2020 to 08-08-2020 (fri to sat)	Approved by:	K Purshotham	
Report Date	08-08-2020			
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
155760	01-06-2020	1 to 3	Plates and bowls pending	Supplier is arranging for material
155813	22.6.2020	1	Cameras pending	Supplier is arranging for material
155820	25.06.2020	1 to 2	Wall brush and algae brush pending	Supplier is arranging for material
155830	27.6.2020	1	Executive bag 1 No. Pending	Supplier is arranging for material
155831	27.6.2020	1	Executive bag 1 No. Pending	Supplier is arranging for material
155835	29.06.2020	04	Maharaja offwhite tiles 32 boxes pending	Supplier is arranging for material
155853	04.07.2020	1	Country rosso tiles pending	Supplier is arranging for material
155873	15-07-2020	1	Cloth Hangers pending	Supplier is arranging for material
155874	15-07-2020	1 to 39	Ball cock 10 No's pending	Supplier is arranging for material
155882	17-07-2020	1 to 9	White cement 2 bags pending	Supplier is arranging for material
155886	18-07-2020	1 to 6	Araldite 05 No's Pending	Supplier is arranging for material
155890	20-07-2020	1	Foundation bolts pending	Supplier is arranging for material
155892	20-07-2020	1	MI Cameras 02 No's Pending	Supplier is arranging for material
155905	27-07-2020	1 to 7	Sanitary material pending	Supplier is arranging for material
155911	29-07-2020	1 to 8	General Material 60% balance	Supplier is arranging for material
155912	30-07-2020	1 to 6	Sanitary material pending	Supplier is arranging for material
155913	30-07-2020	1 to 17	Plumbing material pending	Supplier is arranging for material
155920	06-08-2020	1 to 5	Sanitary material pending	Supplier is arranging for material
155921	06-08-2020	1 to 13	Electrical Wires pending	Supplier is arranging for material
No. of gate passes issued this week:		3	From No.	1217 To No. 1219
Delivery van site visit on:		03-08-2020 (SOV), 06-08-2020 (SOV), 07-08-2020 (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.	13188	To No.	13204
Items not ordered but received:		Nil		
Items sent to HO /vendor that are pending for repair:				
Other corrections & remarks:				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign				
Date	08/08/2020	08/08/2020		

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