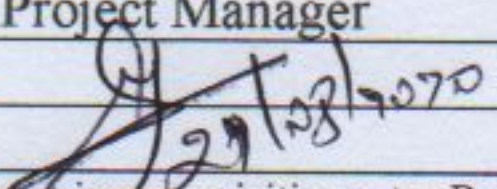
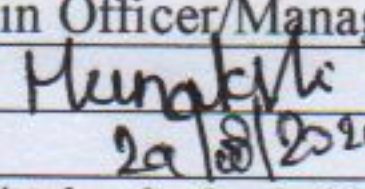


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver oak villas LLP	Date:	29-08-2020			
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi			
Report From / To	21-08-2020 to 29-08-2020 (fri to sat)	Approved by:	K Purshotham			
Report Date	29-08-2020					
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		
155853	04.07.2020	1	Country rosso tiles pending	Supplier is arranging for material		
155886	18-07-2020	1 to 6	Araldite 01 No's 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	EWC Set 01 No & Syphone set 02 No's pending	Supplier is arranging for material		
155912	30-07-2020	1 to 6	Sanitary material EWC set 2 nos pending	Supplier is arranging for material		
155919	04-08-2020	1	Red oxide paint pending	Supplier is arranging for material		
155922	06-08-2020	1 to 13	Electrical Wires pending	Supplier is arranging for material		
155925	07-08-2020	1 to 2	squiree pipe pending	Supplier is arranging for material		
155934	10-08-2020	1 to 9	WPC doors and hinges pending	Supplier is arranging for material		
155935	12-08-2020	1	Electrical LED lights pending	Supplier is arranging for material		
155937	13-08-2020	1 to 2	Lawn Mover pending	Supplier is arranging for material		
155938	13-08-2020	1	SS sink pending	Supplier is arranging for material		
155942	21-08-2020	1	Altek lappam 40 nos pending	Supplier is arranging for material		
155943	21-08-2020	1 to 6	Stainoery material pending	Supplier is arranging for material		
155946	26-08-2020	1 to 2	Red oxide paint and tarpent oil pending	Supplier is arranging for material		
No. of gate passes issued this week:		01	From No.	1226	To No.	1226
Delivery van site visit on:		2108-2020 (sov), 24-08-2020(sov), 26-08-2020(sov), 28.08.2020(sov), 29.08.2020(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.	13236	To No.	13247	
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	29/08/2020	29/08/2020	

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!