

Subject: Division of work between teams.

1. Team 1 – Prabhakar, Bhaskar, Bhavani & Selva Kumar.

They shall be responsible for ordering and delivering the following materials

Plumbing AC's CC TV Cameras Other PO's & Bills	Electrical Lifts Other large equipments	Tiles Wooden Doors Door frames WPC Doors & WPC door frames & Hardware	Electric power connection- LTHT Online purchases	CP& Sanitary Generators Video door phones & all other miscellaneous items
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2. Team 2 – Minish, Dakshina Murthy, Mounika & Raghu

They shall be responsible for ordering and delivering the following materials

Steel Z Angles Waterproofing Cladding Pavers Fasteners Borewells	Cement Windows Repairs & Maintenance of equipments AMC's Pumps	RMC MS Pipes MS Square pipes, Rods Other PO's & Bills	Building Materials Granite Marbles Parking tiles	Cement Blocks Wooden frames Paints Adhesives Furniture
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3. Daily schedule purchase managers and officers

- Coordination meeting – 10 to 10.30am.
- Followup for delivery – 10.30 am to 11.30 am.
- Preparing Pos/WOs - 11.30am to 1.30 pm & 2 to 4pm.
- Processing of bills for payment – 4 to 5pm.
- Miscellaneous work and pending works – 5pm to 6pm.

4. Specific task assigned to individuals:

- Bhavani - Printing and assigning of ID's to requisitions, preparing missing requisitions, sending note to MD on requisitions lying with MD on every Monday.
- Mounika - Updating minutes of pending requisitions, sending minutes of pending requisitions copy, summary of stock of SSLLP, Scan copies of DC and PO book of SSLLP to MD – Daily.
- Hemendra - shall sign all invoices, DCs, log books and registers on daily basis at SSLLP.
- Vasu – maintaining purchase database at SSLLP and stocks.
- Prabhakar - Management of logistics/ delivery vans.

- Prabhakar to periodically update sites assigned to each manager/executive for single point contact with each site. Same person to send reply to remarks on requisition by site report.
- Preparing advice for approval for credit to supplier is top priority. In case of pending in processing the bills, 2pm to 6pm every Saturday have been exclusively dedicated to this work.
- 2 engineers shall be sent to purchase for training for a period of 4 weeks each. They shall follow the same schedule given in point 3 above.

8. Likhita to be a part of purchase team. She will primarily focus on Genome Valley projects of Life sciences – related to purchase of MEP items. She shall also assist purchase in product research and getting quotes for items related to her work. She shall also be responsible for purchase of lifts, ACP, structural glazing and specialty finishing goods.

Soham Modi.