

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

| Company:                                                                                                    | Silver oak villas LLP                 | Date:                     | 19-09-20020                                                   |                                                           |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------|---------------------------------------------------------------|-----------------------------------------------------------|
| Site:                                                                                                       | Silver Oak Villas                     | Prepared by:              | G.Mona                                                        |                                                           |
| Report From / To                                                                                            | 11-09-2020 to 19-09-2020 (fri to sat) | Approved by:              | K Purshotham                                                  |                                                           |
| Report Date                                                                                                 | 19-09-20020                           |                           |                                                               |                                                           |
| 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#                           |
| 155949                                                                                                      | 27-08-20                              | 1 to 4                    | Linoleum flooring and deser beige&milky blue flooring tiles   |                                                           |
| 155950                                                                                                      | 27-08-2020                            | 1                         | Carpet flooring                                               |                                                           |
| 155966                                                                                                      | 02-09-2020                            | 1                         | Chairs                                                        |                                                           |
| 155967                                                                                                      | 02-09-2020                            | 3                         | Gas Burners& Cylinders                                        |                                                           |
| 155970                                                                                                      | 02-09-2020                            | 1                         | Music box for club house                                      |                                                           |
| 155980                                                                                                      | 07-09-2020                            | 1 to 3                    | Sim based TP link router and wifi booster                     |                                                           |
| 155984                                                                                                      | 07-09-2020                            | 1 to 2                    | Kerbee sheets and squiree pipe                                |                                                           |
| 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                       |
| 155830                                                                                                      | 27.6.2020                             | 1                         | Executive bag 1 No. Pending                                   | No stock at sslp                                          |
| 155831                                                                                                      | 27.6.2020                             | 1                         | Executive bag 1 No. Pending                                   | No stock at sslp                                          |
| 155905                                                                                                      | 27-07-2020                            | 1 to 7                    | Syphone set 02 Nos pending                                    | Present No stock at sslp.supplier Delivery by 23-09-2020  |
| 155912                                                                                                      | 30-07-2020                            | 1 to 6                    | Syphone set 02 Nos pending                                    | Present No stock at sslp..supplier Delivery by 23-09-2020 |
| 155958                                                                                                      | 29-08-2020                            | 1                         | Telescopic pole with arm                                      | Supplier will deliver on 19-09-2020(today)                |
| 155969                                                                                                      | 02-09-2020                            | 4                         | Pool table& TT table,carrom pending                           | Supplier delivery by 28-09-2020                           |
| 155971                                                                                                      | 03-09-2020                            | 1                         | Urea for plants 40 Kgs pending                                | Supplier delivery by Wednesday                            |
| 155978                                                                                                      | 04-09-2020                            | 1 to 6                    | Sanitary material pending                                     | Supplier delivery by Wednesday                            |
| 155989                                                                                                      | 10-09-2020                            | 10,20                     | FP Isolator and 16Amp Modular Switch pending                  | Supplier delivery by Monday                               |
| 155993                                                                                                      | 11-09-2020                            | 1 to 10                   | RCC Square covers                                             | Supplier delivery by Tuesday                              |
| 155955                                                                                                      | 12-09-2020                            | 1 to 6                    | FP Isolator, 16Amp MCB & 20Amp MCB                            | Supplier delivery by Monday                               |
| 155996                                                                                                      | 12-09-2020                            | 1 to 3                    | Carpet grass, Tacoma plants & Caesalpinia plants              | Supplier deliver by 22-09-2020.                           |
| No. of gate passes issued this week:                                                                        |                                       |                           | 09                                                            | From No. 1230 To No. 1238                                 |
| Delivery van site visit on:                                                                                 |                                       |                           | 17-09-2020 (SOV) <input checked="" type="checkbox"/> Yes / No |                                                           |
| In16.ward report (MRN/other) & stock report emailed in pdf format to purchase?                              |                                       |                           |                                                               |                                                           |
| DC register Sl. No. during the week                                                                         |                                       | From No. 13307            | To No. 13329                                                  |                                                           |
| 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                                                  | <i>[Signature]</i> | <i>[Signature]</i>    |             |
| Date                                                  | 19/11/2020         | 19/11/2020            |             |

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiya@modiproperties.com](mailto:ashaiya@modiproperties.com) and [rajumarn@modiproperties.com](mailto:rajumarn@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!