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

		a Orchids LLP	Date:						
Site: V		illa Orchids	Prepared by:	Prepared by:		17-10-2020			
Report From / to 11-10		-20 to 17-10-20	Approved by:		K.SNEHA				
Report Date		7-10 2020	- sproved by.	provide by.		A.SURESH			
List of requ	isitions	numbers	minging in th	enort*·					
List of requ	isitions	where PO	/WO not prepa	red 3 working days after					
Req No.	Req Date		Serial no of	Item Description	requisition:				
			item in Req.	nem Description	Reason for not preparing PO/WO#				
Req No.			Serial no of	Item Description	D				
(250)			item in Req.	Description	Details of discussion with supplier <sup>s</sup>				
63526	15-09-20		1-7	Wall hung WC					
62520	21.05			3	PO No. 70436 we will get it from SSLL on Monday				
63529	21-09-20		1-2	Key labeling cards	OII IVIONG	iy			
62547				, and a suite	on Monda	PO No. 70592 we will get it from SSLLI on Monday			
63547	05-1	0-20	1-5	Wall hang WC	PO No 70	PO No. 70000			
625.40	0.5			8 0	on Monda	PO No. 70989 we will get it from SSLLI on Monday			
63548	05-10-20		1-2	1-2 White cement	Spiroty iio	on Monday			
62550					PO No. 71034 we will get it from SSLLF on Monday				
63552	08-10-20		1-16	40ams Isolator	on wionga	V			
62554	00.10.22				on Monda	PO No. 71097 we will get it from SSLLP on Monday			
63554	09-10	)-20	1-9,1	Panel doors	on Monda	y			
	12.40.00				SSI I D an	PO No. 71331&71332 we will get it from			
63557	13-10-20		1	Insulation tapes	PO No. 71	SSLLP on Monday			
62550				mpos	on Monday	PO No. 71306 we will get it from SSLLP			
63558	13-10-20		1-3	Cu-multistand wire		PO No. 71037 we will get it from SSLLP			
				1/18 yellow	on Mond				
o. of gate passes issued this week:				Nil From No.	on Monday 1971	Monday			
elivery van site visit on:				NT . TT 1		To No.	1973		
ward report	(MRN/c	other) & st	tock report ema	iled in pdf format to pure	chase?				
nward report (MRN/other) & stock report ema C register Sl. No. during the From No.						Nil			
eek			110.	Nil		To No.	Nil		
ms sent to H	O /venc	lor that are	e pending for re	epair: NII					
Project		t Manager	Admin Office 74		200				
gn				/ Manag	Admin Officer/Manager		Admin Audit		
ite		17-10-	2020	17 10 202					
s: 1. * Send	a copy o	of the missi	no requisitions to	Purchase immediately. 2. S	.0				

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>. 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. 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 generated 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!

APPROVED BY

A. SURESH PROJECT MANAGER Inelas

nepry to rem	ins on requisi	tion by site report. MINISH			
riopasso J.					
Report from/to 04-10-20 TO 10-10-20 Report Date 16-10-2020				Date	17/10/20
				Remarks by Shiva Krishna	
Site:		VOCLLP		Temaria by b	If material is not
Requisition No	Requisition Date	Material Descscription	Purchase Manager - Remarks	Material delivered?	delivered - is delay justified?
List of requis	itions where P	O/WO not prepared 3 working days after requisitions			
Req NO	Req Date	Item Description		1.15	
63526	15-09-20	Wall Hung WC	Part Quantity Avaiable at SSLLP Please Collect	ND	
63529	21-09-20	Key Labelling Cards	Avaiable at SSLLP Please Collect	ND	
63547	05-10-20	Wall Hung WC	Part Quantity Avaiable at SSLLP Please Collect	No	
63548	05-10-20	White Cement	Avaiable at SSLLP Please Collect	No	
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APPROVED BY

1 7 OCT 2020

A. SURESH PROJECT MANAGER Snehat