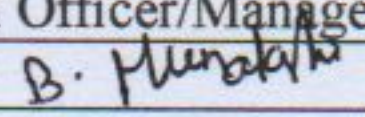


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver oak villas LLP	Date:	24-10-2020	
Site:	Silver Oak Villas	Prepared by:	B.Meenakshi	
Report From / To	16-10-2020 to 24-10-2020 (fri to sat)	Approved by:	K. Purshotham	
Report Date	24-10-2020			
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#
155967	02-09-2020	2 & 3	Gas Burners	
155970	02-09-2020	1	Music box for club house	
155998	17-09-2020	1	LED TV	
156001	17-09-2020	1 to 4	Sofa set & Dining for 992 B flat	
156024	24-09-2020	1 to 7	Curtain rods	
156045	05-10-2020	1	Dell laptop Charger	
156064	09-10-2020	1-4	Glass Doors	
156071	12-10-2020	1	Catridge Refiller	
156072	12-10-2020	1	MI Cameras	
156077	13-10-2020	1	Executive bags	
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
155984	07-09-2020	1	Kerbee Sheets	Supplier deliver by Monday
155999	14-09-2020	1 to 6	Wheel Chair,BP machine	Supplier deliver by Monday
156004	17-09-2020	4	LEDLightOutdoor-D651265	Ready with supplier delivery by monday
156019	23-09-2020	2	Wash Basin 04 Nos pending	Present no stock at SSSLP Supplier will deliver by Friday
156027	25-09-2020	4	GI Nipple 06 Nos pending	Supplier deliver by Tuesday
156035	29-09-2020	1 to 5	Play equipments pending	Supplier delivery by tuesdaay
156047	23-09-2020	1 to 5	Sanitary materail pending	Present No Stock at sslp
156049	05-10-2020	1 to 5	Sanitary materail pending	Present No Stock at sslp
156060	08-10-2020	1-28	Electrical Material FP isolaters and change over and modular soket 15A pending	Supplier will deliver by Tuesday
156061	10-10-2020	1-6	General Material	Supplier will deliver by Monday
156062	10-10-2020	1-10	Stationary	Supplier will deliver by Monday
156078	15-10-2020	4	Solvent cement 6 nos pending	Supplier will deliver by Monday
156080	15-10-2020	1 to 2	4 pole isolaters and 32A Mcb 10 nos pending	Ready with supplier delivery by monday
156081	16-10-2020	1 to 2	Kadies and barbe Wire pending	Materail ready with supplier after paying advance he will delivery the materail .
156082	17-10-2020	1	L-Angles 6mm think 3 lengths pending	Supplier delivery by thursday
156083	19-10-2020	1 to 17	Extension Nippile and Waste pipe penidng	Supplier will deliver by Monday
156085	19-10-2020	1 to17	Waste pipe 3 nos pending	Supplier will deliver by Monday
156086	19-10-2020	1 to 6	Saniatry materail pending	Present No Stock at sslp

156087	19-10-20	1 to 17	Extensions Nippile and Waste pipe penidng		Supplier will deliver by wtuesday	
156088	19-10-2020	1 to 6	Saniatry materail pending		Present No Stock at sslp	
No. of gate passes issued this week:			00	From No.	0	To No. 0
Delivery van site visit on:			17-10-2020(SOV), 19-10-2020 (SOV), 20-10-2020 (SOV), 21-10-2020(SOV), 23-10-2020 (SOV)			
In16.ward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes / No	
Items not ordered but received:			Nil			
DC register Sl. No. during the week		From No.	13415	To No.	13456	
Items sent to HO /vendor that are pending for repair:						
Other corrections & remarks:						
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign						
Date	24-10-20		24-10-2020			

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