

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

|                                                                                 |                      |                                            |                     |
|---------------------------------------------------------------------------------|----------------------|--------------------------------------------|---------------------|
| Company:                                                                        | Villa Orchids LLP    | Date:                                      | 13-03-2021          |
| Site:                                                                           | Villa Orchids        | Prepared by:                               | K.SNEHA             |
| Report From / to                                                                | 07-02-21 to 13-03-21 | Approved by:                               | A.SURESH            |
| Report Date                                                                     | 13-03-2021           |                                            |                     |
| 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    |
|                                                                                 |                      |                                            |                     |
| Req No.                                                                         | Req Date             | Serial no of item in Req.                  | Item Description    |
| -                                                                               | -                    | -                                          | -                   |
| No. of gate passes issued this week:                                            |                      | Nil                                        | From No. - To No. - |
| Delivery van site visit on:                                                     |                      | Visited in this week 6 <sup>th</sup> March |                     |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase?     |                      |                                            | Yes                 |
| DC register Sl. No. during the week                                             | From No.             | 15587                                      | To No. 15588        |
| Items sent to HO /vendor that are pending for repair: NIL                       |                      |                                            |                     |
| Details                                                                         | Project Manager      | Admin Officer/Manager                      | Admin Audit         |
| Sign                                                                            | <i>[Signature]</i>   | <i>Sneha</i>                               |                     |
| Date                                                                            | 13-03-2021           | 13-03-2021                                 |                     |

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

APPROVED BY  
A. SURESH  
13 MAR 2021  
PROJECT MANAGER

*Sneha*

APPROVED BY  
13 MAR 2021  
A. SURESH  
PROJECT MANAGER