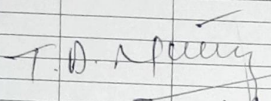
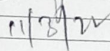


Prepared by:	T.D. Murthy				
Report Date	04-03-2022				
Site	Head Office/Plot no. 280				
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
-	14-01-2022	Aqua Guard	Online purchase		
List of requisitions Where PO/WO is prepared and items have not received at site					
-	28-12-2021	8mm Glass	Delivered		
 					

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

Company:	MPPL	Date:	07-03-22
Site:	HEAD OFFICE	Prepared by:	MEENAKSHI. N
Report From / To	26-02-22 to 05-03-22	Approved by:	
Report Date	07-03-22		

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.	Item Description	Reason for not preparing PO/WO#
1	14-01-22	1	AQUA GUARD (SHAPPHIRE)	PO TO BE ISSUE

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ⁵
1	28-12-21	1	8mm glass	MATERIAL TO BE RECEIVE

No. of gate passes issued this week:	Nil / 5	From No.		To No.	
Delivery van site visit on:					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
Items not ordered but received:					
Other corrections & remarks:					

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74			
2.	10mm	.617	7.404			
3.	12mm	.89	10.68			
4.	16mm	1.58	18.96			
5.	20mm	2.47	29.64			
6.	25mm	3.86	46.32			
7.	32mm	6.32	75.84			
8.	Binding wire					

OPC stock	OPC last weeks stock	PPC/PSC stock	PPC/PSC last weeks stock
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date			

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