Prepared by:		T.D. Murthy			
Report Date		19-03-2022			
Site		Head Office/Plot no. 280			
List of requisi	tions Where PO	/WO not prepared 3 working days after r	requisition:		
Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
•	14-01-2022	Aqua Guard	Today delivery		
List of requisi	tions Where PO	WO is prepared and items have not rece			
-	28-12-2021	8mm Glass	Delivered		
				24 2012 1	
	- N D	ulily)			
	D. M				
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			- 4		

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

Company:	ı	MPPL			Date	:		14-03	-22			
		HEAD OI	AD OFFICE			Prepared by:		MEENAKSHI. N				
Report From			3-22 to 12-03-22		Approved by:							
Report Date		14-03-22										
List of requis	itions numl	bers miss	ing in the rep	ort*:								
List of requis					g days	after requis	ition:					
Req No.	Req I		Serial no.			ription			on for no	ot prepar	ring PO	O/WO#
	111010				AOUA CUARR							
1 14-01-2		22 1	2 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 ^{\$}					
1	28-12-2	21 1	1 8m		mm glass		MA	TERIAL	TO BE	RECEIV	/E	
**	+											
N. C.		1.11:		N. 15					T. W.		8	
			ek:	Nil/5	F	From No.			To No		0	
Delivery van	site visit or	1:							To No		0	
Delivery van Inward report	site visit or (MRN/oth	n: ner) & sto					e?		To No	Yes	/ No	
Delivery van Inward report Items not orde	site visit or (MRN/oth ered but red	n: er) & stoceived:					e?		To No		/ No	
Delivery van Inward report Items not orde Other correcti	site visit or (MRN/oth ered but red ions & rem	n: er) & stoceived: arks:					e?		To No		/ No	
Delivery van Inward report Items not orde Other correcti Details of stee	site visit or (MRN/oth ered but red ions & remains el & cemen	n: er) & stoceived: arks: et stock	ck report ema	niled in pdf	format	to purchase				Yes		
Delivery van Inward report Items not orde Other correcti Details of stee	site visit or (MRN/oth ered but red ions & rem	n: er) & stock ceived: arks: t stock	ck report ema	Wt. for 12	format	to purchase	ite	Stock at		Yes		ck in Kgs
Delivery van Inward report Items not orde Other correcti Details of stee Sl. No	site visit or (MRN/oth ered but rec- ions & rem- el & cemen Tor size	n: er) & stoceived: arks: et stock	ck report ema	niled in pdf	format	to purchase	ite	Stock at Kgs		Yes		ck in Kgs
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Delivery van Inward report Items not orde Other correcti Details of stee Sl. No 1. 2.	site visit or (MRN/oth ered but red ions & reme el & cemen Tor size 8mm 10mm	n: er) & stock ceived: arks: t stock	t per mtr s .395	Wt. for 12 rod – kgs	format 2 mtr 4.74 7.404	to purchase	ite			Yes		ck in Kgs
Delivery van Inward report Items not orde Other correcti Details of stee Sl. No 1. 2. 3.	site visit or (MRN/oth ered but red ions & reme el & cemen Tor size 8mm 10mm 12mm	n: er) & stock ceived: arks: t stock	ck report ema t per mtr s .395 .617 .89	Wt. for 12 rod – kgs	format 2 mtr 4.74 7.404 10.68	to purchase	ite			Yes		ck in Kgs
Delivery van Inward report Items not orde Other correcti Details of stee Sl. No 1. 2. 3. 4.	site visit or (MRN/oth ered but red ions & remel & cemen Tor size 8mm 10mm 12mm 16mm	n: er) & stock ceived: arks: t stock	ck report ema (t per mtr ss .395 .617 .89 1.58	Wt. for 12 rod – kgs	e mtr 4.74 7.404 10.68 18.96	to purchase	ite			Yes		ck in Kgs
Delivery van Inward report Items not orde Other correcti Details of stee Sl. No 1. 2. 3. 4. 5.	site visit or (MRN/oth ered but recions & remel & cemen Tor size 8mm 10mm 12mm 16mm 20mm	n: er) & stock ceived: arks: t stock	t per mtr s .395 .617 .89 1.58 2.47	Wt. for 12 rod – kgs	e mtr 4.74 7.404 10.68 18.96 29.64	to purchase	ite			Yes		ck in Kgs
Delivery van Inward report Items not orde Other correcti Details of stee Sl. No 1. 2. 3. 4. 5. 6.	site visit or (MRN/oth ered but red ions & remel & cemen Tor size 8mm 10mm 12mm 16mm 20mm	n: er) & stock ceived: arks: t stock	t per mtr (s) 395 .617 .89 1.58 2.47 3.86	Wt. for 12 rod – kgs	6 mtr 4.74 7.404 10.68 18.96 29.64 46.32	to purchase	ite			Yes		ck in Kgs
Delivery van Inward report Items not orde Other correcti Details of stee Sl. No 1. 2. 3. 4. 5. 6. 7.	site visit or (MRN/oth ered but recions & remel & cemen Tor size 8mm 10mm 12mm 16mm 20mm 25mm 32mm	n: ler) & stocceived: arks: lt stock W kg	t per mtr s .395 .617 .89 1.58 2.47	Wt. for 12 rod – kgs	e mtr 4.74 7.404 10.68 18.96 29.64	to purchase	ite			Yes		ck in Kgs
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2. 3. 4. 5. 6. 7. 8. OPC stock	site visit or (MRN/oth ered but recions & remel & cemen Tor size 8mm 10mm 12mm 16mm 20mm 25mm 32mm	n: ler) & stocceived: arks: lt stock W kg	ck report ema (t per mtr (s) .395 .617 .89 1.58 2.47 3.86 6.32 PC last eeks stock	Wt. for 12 rod – kgs	6 mtr 4.74 7.404 10.68 18.96 29.64 46.32	Stock at s – no of ro PPC/PSC stock	ite ds	Kgs	site in	Previo	last	ck in Kgs
Delivery van Inward report Items not orde Other correcti Details of stee Sl. No 1. 2. 3. 4. 5. 6. 7. 8.	site visit or (MRN/oth ered but recions & remel & cemen Tor size 8mm 10mm 12mm 16mm 20mm 25mm 32mm	n: ler) & stocceived: arks: lt stock W kg	ck report ema (t per mtr (s) .395 .617 .89 1.58 2.47 3.86 6.32	Wt. for 12 rod – kgs	6 mtr 4.74 7.404 10.68 18.96 29.64 46.32	Stock at s – no of ro	ite ds	Kgs	site in	Previo	last	ck in Kgs

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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 not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for 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!