

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

Company:	Modi Realty Miryalguda LLP	Date:	30-04-2022				
Site:	AVR Gulmohar Homes	Prepared by:	Zakir				
Report From / To	23-04-22 to 30-04-2022	Approved by:					
Report Date	30-04-2022						
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			
165597	19-03-22	2	Banquet table with ss stand+ Granite	PO has been not issued			
165600	19-03-22	1 to 9	First Aid room items	PO has been not issued			
165625	16-04-22	1	Off white pleated blinds	PO has been not issued			
165601	19-03-22	1 to 21	Gym items	PO has been not issued			
165606	19-03-22	3	Wall fans	PO has been not issued			
165607	19-03-22	2 to 4	Toilet items	PO has been not issued			
165625	16-04-22	1	Off white pleated blinds	PO has been not issued			
1656633	25-04-22	1	CP items for clubhouse	PO has been not issuedsw2			
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			
165599	19-03-22	1 to 13	Creche items	10% Received			
165602	19-03-22	1 to 10	Recreation items	01% received			
165604	19-03-22	1 to 3	Playground Equipment	Ready to supplies			
165609	19-03-22	1 & 2	AC & windows Blinds	Ready to supplies			
165613	25-03-22	1 to 6	MS gates	Ready to supplies			
165614	29-03-22	1	Sadar ali granite	Ready to supplies			
165615	29-03-22	1,3,5,6	4x2 floor tiles	Ready to supplies			
165616	31-03-22	1 & 3	4x2 floor tiles	Ready to supplies			
165622	16-04-22	2	16 Amps MCB-18 no's	Ready to supplies			
165626	18-04-22	1 to 4	Carpet grass	Ready to supplies			
165629	23-04-22	1 to 6	Windows Grills	Ready to supplies			
165631	23-04-22	4	2x2 windows grills	Ready to supplies			
165634	26-04-22	1	1/18 yellow	Ready to supplies			
165635	26-04-22	1 to 11	16 Amps MCB & Switches	Ready to supplies			
No. of gate passes issued this week:			Have	From No.	9922	To No.	9923
Delivery van last site visit on:			30-04-2022				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?						Yes	
DC register Sl.No. during the week			From No.	15287	To No.	15297	
Items not ordered but received:							
Other corrections & remarks: cutter pump send to repairing purpose to SVR pump – 2 No's and 1 no chipping machine.							
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 rajumarn@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!