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

Company:		Modi Realty Miryalguda LLP				Date:			23-01-2023			
		AVR C	Gulmohar Homes			Prepared by:		Z	akir			
Report From / 16-01-2 To			23 to 23-(	01-2023		Approved by:						
Report Date	e	23-01-2	2023					+				
List of requisitions numbers missing in the report:  List of requisitions where PO/WO not prepared 3 working days after requisition:												
List of requ	isitions	where	PO/WO	not prepa	red 3 v	vorking day	s after req	uisitio	on:			
Req No. Req Date			Serial no of		Item Description					or not preparing	PO/WO	
			item in Req.							Para Para Para Para Para Para Para Para	, , , , , ,	
165770	19-12-22		1		Benc	h Press		PO no	ot issue			
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:												
•			item in Req.		2 comption			Details of discussion with supplier				
		•										
165763	29-12-22		1		Play	slider swin	g	Next	ext weekly they will deliver			
No. of gate passes issued t			his week:		Have	From	No.	NL	To No.	NL		
Delivery van last site visit on:						1-2022			10110.	IVE		
Inward report (MRN/other) & stock report of									Yes			
purchase?												
DC register Sl.No. durin		during	the From		No. 15626				To No.	15636		
week												
Items not o												
Other corre												
Details of s Sl. No				4	XX74 C	10	G: 1 :		G. 1 .			
Si. No	Tor size		Wt per mtr		Wt. for 12 mtr rod – kgs		Stock at site  – no of rods		Stock at	Previous weeks stock in tons		
1.	8mm		kgs 00		00 00 00 00 00 00 00 00 00 00 00 00 00		0.00		site in tons 0.00	<u> </u>		0.00
	10mm		00		00		0.00		0.00			0.00
3.	12mm		00		00		0.00		0.00			0.00
	16mm		00		00		0.00		0.00			0.00
5.	20mm		00		00		0.00		0.00			0.00
	25mm		00		00		0.00		0.00			0.00
	32mm		00		00			0.00	0.00			0.00
		ng wire   -				0.00		0.00			0.00	
	NL		OPC last		NL		PPC/PSC		68	PPC/PSC	70	
stock	SIOCK		week's stock				stock			last week's		
			I			T			<b>-</b>	stock		
Details			Project M	marar		Admin Offi		nagor	Admin Audi	it		
Sign			Project Manager			Admin Officer/Man			Admin Add			
Date												
	copy of	the missi	ng requisiti	ons to Purc	hase im	nediately. 2. S	Send this rep	ort to p	urchase@modipro	perties.com, ashaiy	a@modipropo	erties.com and

raikumarn@modiproperties.com on every Saturday. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly storing the itematic verted in additional 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 for fabrication not received. WO - material, 9. Purchase to send reply to this report within one week. 10. Follow up for WC 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!

ZAKIR HUSSAIN ASST.PROJECT MANAGER