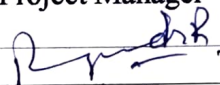
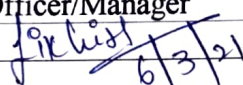


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Modi realty Mallapur LLP	Date:	06.03.2021	
Site:	Gulmohar residency	Prepared by:	M.Likhitha	
Report From / To	28.02.2021 to 06.02.2021 (Sunday to saturday)	Approved by:	Ram Prasad	
Report Date	06.03.2021			
List of requisitions numbers missing in the report*: 68692,68791,				
List of requisitions where PO/WO not prepared 3 working days after requisition:				
Req No.	Req Date	S.no	Item Description	Reason for not preparing PO/WO#
68669	23.01.2021	1	Submersible pump	
68799	24.02.2021	1	Wires	
68807	01.03.2021	1	Spray paints	
68809	02.03.2021	1	Flush doors	
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\$
68680	30.12.2020	1	Chimney	Po.No. 73488-supplier arranging for material
68691	05.01.2021	1	WPC door frames	Po.No. 73621- supplier arranging for material
68723	02.02.2020	1	CPVC pipes	Po.No. 74477-next week delivery
68740	08.02.2021	1	Pannel Doors WPC	Po.No. 74636- partly recived no stock at sslp
68742	09.02.2021	1	CPVC Pipe	Po.No. 74679-partly recived next week delivery
68745	10.02.2021	1	MS Stand	Po.No. 74749- next week delivery
68750	12.02.2021	1	Bathroom tiles	Po.No. 74787- next week delivery
68751	12.02.2021	1	Bathroom tiles	Po.No. 74788- next week delivery
68757	12.02.2021	1	Panel doors shutters	Po.No. 74798- next week delivery
68758	12.02.2021	1	Panel doors shutters	Po.No. 74797- partly recieved next week delivery
68759	15.02.2021	1	Tan brown granite	Po.No. 74885- No stock at SOV
68782	22.02.2021	1	Pannel door shutters	Po.No. 75160- No stock at SSLLP
68784	23.02.2021	1	Country russo	PO NO - 75149 . next week delivery
68787	23.02.2021	1	Country russo	PO NO - 75150 . next week delivery
68785	23.02.2021	1	Tan brown granite	Po.No. 75216- No stock at SOV
68789	23.02.2021	1	Templates	PO NO - 75211 . next week delivery

68793	24.02.2021	1	Stationery Materials	PO NO - 75228 . partly recieved no stock at sslp		
68795	24.02.2021	1	PVC pipe	PO NO - 75159 . partly recieved no stock at sslp		
68798	24.02.2021	4	Janata paste	PO NO - 75170 . No stock at SSSLP		
68800	24.02.2021	1	Panel doors	Po.No. 75174- No stock at SSSLP		
68804	25.02.2021	4	PVC pipe s/socket	Po.No. 75261 partly recieved- No stock at SSSLP		
N bNo. of gate passes issued this week:			0	From No.	0	To 0
Delivery van site visit on:			02.03.2021(Tuesday)leave,04.03.2021(thursday), 06.03.2021 (saturday)			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl. No. during the week		From No.	1816	To No.	1846	
Items not ordered but received: nil						
Items sent to HO /vendor that are pending for repair: 02 motors (Dewatering pumps)						
Other corrections & remarks:						
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign						
Date	06/3/21		6/3/21			

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!