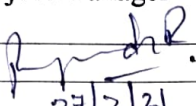
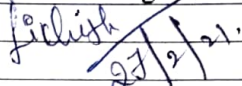


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Modi realty Mallapur LLP	Date:	27.02.2021	
Site:	Gulmohar residency	Prepared by:	M.Likhitha	
Report From / To	21.02.2021 to 27.02.2021 (Sunday to saturday)	Approved by:	Ram Prasad	
Report Date	27.02.2021			
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#
68799	24.02.2021	1	Wires	
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 <sup>§</sup>
68656	16.12.2020	2	Country almond	PO NO - 73013 . delivary van delay
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-supplier arranging for material
68740	08.02.2021	1	Pannel Doors	Po.No. 74636- partly recieved no stock at sslp
68742	09.02.2021	1	CPVC Pipe	Po.No. 74679-partly recieved
68745	10.02.2021	1	MS Stand	Po.No. 74749-No stock at SSSLP
68750	12.02.2021	1	Bathroom tiles	Po.No. 74787- No stock at SSSLP
68751	12.02.2021	1	Bathroom tiles	Po.No. 74788- No stock at SSSLP
68757	12.02.2021	1	Panel doors shutters	Po.No. 74798- No stock at SSSLP
68758	12.02.2021	1	Panel doors shutters	Po.No. 74797- partly recieved No stock at SSSLP
68759	15.02.2021	1	Tan brown granite	Po.No. 74885- No stock at SOV
68770	20.02.2021	1	PVC pipe	PO NO - 75080 . delivary van delay
68780	22.02.2021	1	PVC Pipe	Po.No. 75085- No stock at SSSLP
68782	22.02.2021	1	Pannel door shutters	Po.No. 75160- No stock at SSSLP
68784	23.02.2021	1	Country russo	PO NO - 75149 . delivary van delay
68787	23.02.2021	1	Country russo	PO NO - 75150 . delivary van delay
68785	23.02.2021	1	Tan brown granite	Po.No. 75216- No stock at SOV
68789	23.02.2021	1	Templates	PO NO - 75211 . delivary van delay
68792	24.02.2021	1	Cleaning materials	PO NO - 75154 . delivary van delay
68793	24.02.2021	1	Stationery Materials	PO NO - 75228 . delivary van delay
68794	24.02.2021	1	MS L Angle Bracket	Po.No. 75229-supplier arranging for material

68795	24.02.2021	1	PVC pipe	PO NO - 75159 . delivery van delay
68796	24.02.2021	1	PVC Pipe	PO NO - 75157 . delivery van delay
68797	24.02.2021	1	Salwood beading	PO NO - 75208 . delivery van delay
68798	24.02.2021	1	Grout Powder	PO NO - 75170 . delivery van delay
68800	24.02.2021	1	Panel doors	Po.No. 75174- No stock at SLLP
No. of gate passes issued this week:			3	From No. 2715 To 2717
Delivery van site visit on:			23.02.2021(Tuesday)leave,25.02.2021(thursday), 27.02.2021 (saturday)	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week	From No.	1786	To No.	1815
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	27/2/21	27/2/21		

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to [purchase@modiproperties.com](mailto:purchase@modiproperties.com), [ashaiya@modiproperties.com](mailto:ashaiya@modiproperties.com) and [rajumarn@modiproperties.com](mailto: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!