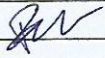
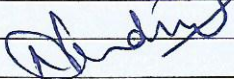
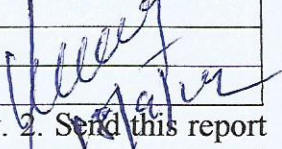


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Modi realty Mallapur LLP	Date:	24.08.19	
Site:	Gulmohar residency	Prepared by:	N.Narender Reddy	
Report From / To	03.06.19 to 24.08.19	Approved by:	K.Shirish kumar	
Report Date	24.08.19			
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		Item Description	Reason for not preparing PO/WO [#]
68045	31.07.19	1	Earth compact machine	Hold by MD
68069	19.08.19	1,2	Helmet stickers	Pending from purchase team
68074	21.08.19	1 to 4	Plywood 18 mm	Pending from purchase team
68077	21.08.19	1	Alcohol breath analyser	Pending from purchase team
68078	21.08.19	1	Cement	Pending from purchase team
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 ^{\$}
68014	09.07.19	1	Interlocking bricks	Partly received
68021	16.7.19	1	Inter locking bricks	PO No 60441
68024	16.07.19	1	Hume pipes NP3	Partly received
68026	19.07.19	1	Solid blocks6"	250 Nos pending
			Solid blocks4"	150 Nos Pending
68031	24.07.19	1 to 8	Steel Plates	L/P Raghu follow up
68033	24.07.19	1	Subabul plants	Under work progress
68046	31.07.19	2 to 3	GI Roofing sheet	Supplier not sending the material
68048	31.07.19	1	GI Sheet	Ready with supplier
68049	31.07.19	1	High mast pole	Making work going on
68054	07.08.19	2	4" solid blocks	Supp ling on time
68062	14.08.19	1 to 5	Spray paint	Partly received
68065	14.08.19	1 to 10	PVC Pipe(Electrical)	Monday will delivery
68068	19.08.19	1 to 5	UPVC Pipe	PO NO-60928
68070	19.08.19	1	Sub meter	PO No-60924
68071	21.08.19	1	GOVA rope	PO No-60957
68072	21.08.19	1 to 5	MS Box pipe	PO No-61034
68073	21.08.19	1	4" I section	PO No-61027
68075	21.08.19	1 to 3	PVC Gampa	Monday willl delivery

68076	21.08.19	1	Recron	Monday will delivery		
No. of gate passes issued this week:			01	From No.	8003	To No. 8003
Delivery van site visit on:			23.08.19			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes / No	
DC register Sl. No. during the week			From No.	149	To No.	193
Items not ordered but received:						
Items sent to HO /vendor that are pending for repair:Nil						
Other corrections & remarks:						
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!