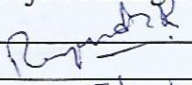
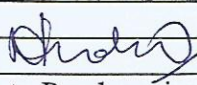
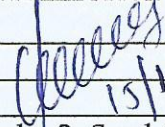


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Modi realty Mallapur LLP	Date:	28.09.19	
Site:	Gulmohar residency	Prepared by:	N.Narender Reddy	
Report From / To	09.07.19 to 28.09.19	Approved by:	Ramprasad	
Report Date	28.09.19			
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	S.no	Item Description	Reason for not preparing PO/WO#
68108	18.09.19	3	Gazette plate	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\$
68005	03.06.19	1	MS tree guards	Partly received
68014	09.07.19	1	Interlocking bricks	Partly received
68021	16.7.19	1	Inter locking bricks	Partly received
68024	16.07.19	1	Hume pipes NP3	Partly received
68033	24.07.19	1	Subabul plants	Under work progress
68054	07.08.19	2	4" solid blocks	Supp ling on time
68077	21.08.19	1	Alcohol breath analyser	Online purchase
68090	29.08.19	2	Male Helmets	20 pending
68095	03.09.19	1	Bleaching powder	No stock at SSSLP
68096	04.09.19	2	FTA brass 1 1/4"	No stock at SSSLP
		10	Brass MTA	No stock at SSSLP
		12	union	No stock at SSSLP
68100	09.09.19	1 to 5	Furniture material	Work will started after flooring
68101	09.09.19	1	Cement blocks 16"x8"x4"	PO - 61442
68103	11.09.19	1 to 10	Stationary items	Party received
68104	11.09.19	1,2	CC rings	Raghu follow
68107	17.09.19	1	Staff helmets	PO no 61889
68112	20.09.19	1 to 2	Luppam	Ready with supplier
68113	23.09.19	1 to 2	Silk grout	Ready with supplier
68114	26.09.19	1 to 7	Spary paints	PO no 61898
No. of gate passes issued this week:	03	From No.	8009	To No. 8011
Delivery van site visit on:	27.09.19			
Inward report (MRN/other) & stock report emailed in pdf format to	Yes / No			

purchase?			
DC register Sl. No. during the week	From No.	278	To No. 302
Items not ordered but received:			
Items sent to HO /vendor that are pending for repair.			
Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	05/10/19		15/11/19.

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajikumarn@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!