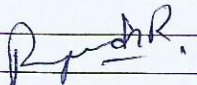
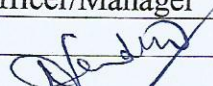


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Modi realty Mallapur LLP	Date:	21.02.2020
Site:	Gulmohar residency	Prepared by:	N.Narender Reddy
Report From / To	03.06.19 to 21.02.2020	Approved by:	Ramprasad
Report Date	21.02.2020		
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#
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 ^s
68005	03.06.19	1	MS tree guards
68014	09.07.19	1	Interlocking bricks
68101	09.09.19	1	Cement blocks 4"x8"x18"
68152	26.10.19	1	Cement blocks 16"x8"x6"
68222	03.02.20	1	20 KVA Generator
68224	04.02.20	4	Ventilators
68234	12.02.20	4 to 9	Flat files
68235	15.02.20	1	Hallow Blocks
No. of gate passes issued this week:		2	From No. 8030 To No. 8031
Delivery van site visit on:		Regular . Somesh visited to GMR site -18.02.20 , 20.02.20. Somesh Visited to MPL site on 17.02.20 , 19.02.20 , 21.02.20	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	640	To No. 652
Items not ordered but received: nil			
Items sent to HO /vendor that are pending for repair: nil			
Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			

Date			
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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!