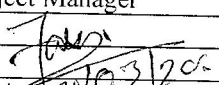
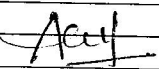


Remarks from site on the 'Requisition by Site Report of purchase division

Company:	MRMLLP	Date:	21/03/2020		
Site:	AGH	Prepared by:	P.Anitha		
Report From / To	14.03.2020 TO 20.03.2020	Approved by:			
Report Date	21/03/2020				
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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO	
52938	4/03/2020	1	generater	Po to be issue	
52939	4/03/2020	1	Torpaulin	Po to be issue	
52957	14/03/2020	1	riser	Po to be issue	
52959	16/03/2020	1,2	Pvc pipes	Po to be issue	
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	
52821	22/11/2019	1	RCC covers	Supplier arranging materials	
52832	23/11/2019	1	Curb stone	Supplier arranging materials	
52892	25/1/2020	4	templates	Supplier arranging materials	
52903	31/1/2020	2,3,4	Tiles	Supplier arranging materials	
52909	20/2/2020	3	Sliding windows	Supplier arranging materials	
52912	40/2/2020	1	Curbstone	Supplier arranging materials	
52918	7/02/2020	1 TO 6	Parking tiles	Supplier arranging materials	
52919	7/02/2020	1 to 6	pavers	Supplier arranging materials	
52930	25/02/2020	1,2	Black granite	Supplier arranging materials	
52935	28/2/2020	1	PVC coupler	Supplier arranging materials	
52936	28/02/2020	1 to 6	Pvc material	Supplier arranging materials	
52941	4/03/2020	1 to 6	templates	Supplier arranging materials	
52942	6/03/2020	1	L angle frame	Supplier arranging materials	
52943	6/03/2020	1 ,3,4 5	MS telescopic pole	Supplier arranging materials	
52946	9/03/2020	3,4	Pvc material	Supplier arranging materials	
52949	9/03/2020	1 to 5	gate	Supplier arranging materials	
52951	13/03/2020	1 to 6	Al.window	Supplier arranging materials	
52953	14/03/2020	1 to 4	Pvc material	Supplier arranging materials	
52954	14/03/2020	1	U- Clamps	Supplier arranging materials	
52958	14/03/2020	1 to 13	wires	Supplier arranging materials	
52960	16/03/2020	4	paint	Supplier arranging materials	
52961	16/03/2020	1 to 2	Pvc material	Supplier arranging materials	
No. of gate passes issued this week:		From No.	10875	To No.	10877
Delivery van site visit on:		20/03/2020			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl.No. during the week		From No.	1868	To No.	1000
Items not ordered but received: instead of wall cutting grinder machine we got rock cutting machine					
Other corrections & remarks:					
Details	Project Manager		Admin Officer/Manager	Admin Audit	
Sign					
Date	21/03/2020				

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