

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

Company:	Modiproperties Pvt Ltd		Date:	04.05.19	
Site:	Mayflower Platinum		Prepared by:	Pavan Kumar	
Report From / To	01.01.18 to 04.05.19		Approved by:	S.V.Subba Reddy	
Report Date	04.05.19				
List of requisitions numbers missing in the report: Nil					
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 [#]	
11036	06-05-19	1	Curb stone	Requisition sent to MD's approval,	
11037	29.05-19	1	Blue star water coolers	Requisition sent to MD's approval,	
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	
11015	04.04.19	2	Torch light	By Monday It will be delivery ✓	
11023	20.04.19	1	Cricket Empire caps	(local purchase by Selva) ✓	
11026	23.04.19	1	First aid-kit	By Monday it will be delivery ✓	
11031	27.04.19	1&2	Water cans, water can caps,	By Monday it will be delivery ✓	
No. of gate passes issued this week:			Nil	From No.	Nil
Delivery van site visit on:					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
Items not ordered but received:					
Other corrections & remarks: Nil					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign	SV Subba Reddy		Pavan Kumar		
Date	04.05.19		04.05.19		

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

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

Company:	Modiproperties Pvt Ltd		Date:	11.05.19	
Site:	Mayflower Platinum		Prepared by:	GPavan Kumar	
Report From / To	01.01.18 to 11.05.19		Approved by:	S.V.Subba Reddy	
Report Date	11.05.19				
List of requisitions numbers missing in the report: Nil					
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#	
11037	29.05.19	1	Blue star water coolers	Requisition sent to MD's approval,	
11038	03-05-19	1 & 2	Desktop	Requisition sent to MD's approval,	
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	
11005	25.02.19	1	Empty Container	Work under process ✓	
11011	01-04-19	1	Sintex PV Box	By Monday it will be delivery	
		2	4 way DB box ✓		
		3	40 Amp Isolators ✓		
		8	Fishers ✓		
		9	Screws		
11015	04.04.19	2	Torch light ✓	By Monday It will be delivery	
11023	20.04.19	1	Cricket Empire caps ✓	(Local purchase by Selva)	
11026	23.04.19	1	First aid-kit ✓	By Monday it will be delivery	
11031	27.04.19	1 & 2	Water cans ✓	By Monday it will be delivery	
11040	06-05-19	1, 4, 6, 7	Marker pen ✓	By Monday it will be delivery (Partially delivered)	
11041	06-05-19	1 to 5	Metna Scale(3in 1) ✓	By Monday it will be delivery	
11045	10-05-19	1	Coconut Broom ✓	By Monday it will be delivery	
No. of gate passes issued this week: Nil From No. Nil To No. Nil					
Delivery van site visit on:					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
Items not ordered but received:					
Other corrections & remarks: Nil					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign	SV Subba Reddy		Pavan Kumar		
Date	11.05.19		11.05.19		

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

Handwritten signature
11/5/19

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

Company:	Modiproperties Pvt Ltd	Date:	17.05.19
Site:	Mayflower Platinum	Prepared by:	GPavan Kumar
Report From / To	10.01.18 to 16.05.19	Approved by:	S.V.Subba Reddy
Report Date	17.05.19		
List of requisitions numbers missing in the report: Nil			
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 [#]
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.	Details of discussion with supplier ^s
11023	20.04.19	1	Cricket Empire caps (local purchase by Selva)
11026	23.04.19	1	First aid kit Requisition sent to MD Approval
11038	03-05-19	1	Desktop 21-05-19 it will be delivery
		2	Printer cum
		3	Scanner&Xerox
11054	13.05.19	1	Drawing Covers By Monday it will be delivery
11046	13.05.19	1	Electrical Pin Vibrator Requisition sent to MD Approval
11057	16.05.19	1	Paper Bundles By Monday it will be delivery
No. of gate passes issued this week:		Nil	From No. Nil To No. Nil
Delivery van site visit on:			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
Items not ordered but received:			
Other corrections & remarks: Nil			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	SV Subba Reddy	Pavan Kumar	
Date	18.05.19	18.05.19	

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

(Signature)

(Signature)
18/5/19

Prepared by:	Prabhakar				
Date:	Modi Properties Pvt Ltd-May flower platinum				
Site:	1.6.19.				
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
	List of requisitions where PO/WO not prepared 3 working days after requisition				
	List of requisitions where PO/WO is prepared and items have not been delivered at site beyond the lead time				
11023	20.4.19	Cricket umpire caps	Model selected will be delivered within 3-4 days		
11038	3.5.19	Desktop, Printer cum scanner	Online purchase, desk top system admin to follow up		
11061	28.5.19	Armoured cable 4 core	Estimate with MD for approval		
		DB Board, Isolator 4 pole, Insulation tapes	Pick up from SSLP		

Prabhakar

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

Company:	Modiproperties Pvt Ltd	Date:	01.06.19		
Site:	Mayflower Platinum	Prepared by:	GPavan Kumar		
Report From / To	24.05.18 to 01.06.19	Approved by:	S.V.Subba Reddy		
Report Date	01.06.19				
List of requisitions numbers missing in the report: Nil					
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 [#]		
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	
11023	20.04.19	1	Cricket Empire caps	Requisition sent MD's approval	
11038	03-05-19	1	Desktop	By Monday it will be delivery	
		2	Printer cum		
		3	Scanner&Xerox		
11061	28-05-19	1	Armoured cable 4 core	Requisition sent MD's approval	
		2	Db Board 3 phase		
		3	Isolator 4 Pole		
		4	Insulation tapes		
No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on,	28-05-19,30-05-19,				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
Items not ordered but received:					
Other corrections & remarks: Nil					
Details	Project Manager	Admin Officer/Manager	Admin Audit		
Sign	SV Subba Reddy	Pavan Kumar			
Date	01.06.19	01.06.19			

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

Prepared by:	Prabhakar				
Date:	Modi Properties Pvt Ltd-May flower platinum				
Site:	25.5.19				
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions where PO/WO not prepared 3 working days after requisition					
List of requisitions where PO/WO is prepared and items have not been delivered at site beyond the lead time					
11023	20.4.19	Cricket umpire caps	Model selected will be delivered with in 3-4days		
11026	23.04.19	First aid kit	Delivered		
11038	3.5.19	Desktop,Printer cum scanner	Online purchase, desk top system admin to follow up		
11056	16.5.19	MS Balls	Local purchase by site		

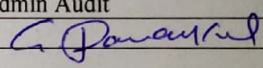
Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Modiproperties Pvt Ltd	Date:	25.05.19		
Site:	Mayflower Platinum	Prepared by:	GPavan Kumar		
Report From / To	17.01.18 to 25.05.19	Approved by:	S.V.Subba Reddy		
Report Date	25.05.19				
List of requisitions numbers missing in the report: Nil					
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 [#]		
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	
11023	20.04.19	1	Cricket Empire caps	(local purchase by Selva)	
11026	23.04-19	1	First aid kit	PO to be issue	
11038	03-05-19	1	Desktop	By Monday it will be delivery	
		2	Printer cum		
		3	Scanner&Xerox		
11056	16.05.19	4	Ms balls	By Monday it will be delivery	
No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on,	17-05-19,20-05-19,21-05-19,22-05-19,23-05-19				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
Items not ordered but received:					
Other corrections & remarks: Nil					
Details	Project Manager	Admin Officer/Manager	Admin Audit		
Sign	SV Subba Reddy	Pavan Kumar			
Date	25.05.19	25.05.19			

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

Prepared by:	Prabhakar				
Date:	Modi Properties Pvt Ltd-May flower platinum				
Site:	8.6.19.				
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions where PO/WO not prepared 3 working days after requisition					
List of requisitions where PO/WO is prepared and items have not been delivered at site beyond the lead time					
11023	20.4.19	Cricket umpire caps	Note with MD for approval		
11038	3.5.19	Desktop,Printer cum scanner	Online purchase, desk top system admin to follow up		
11061	28.5.19	DB Doard, Isolater 4 pole, Insulation tapes	Stock to be receive from Supplier, will be deliver in 2 days		
11060	28.5.19	Binding wire	Pick up from SSLLP		

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

Company:	Modiproperties Pvt Ltd		Date:	08.06.19	
Site:	Mayflower Platinum		Prepared by:	GPavan Kumar	
Report From / To	01.06.18 to 08.06.19		Approved by:	S.V.Subba Reddy	
Report Date	8.06.19				
List of requisitions numbers missing in the report: Nil					
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 [#]	
11040	06.05.19	1	Magnifying Glass(+vision)	Po Not made	
		2	Magnifying Glass(+vision)	Po Not made	
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	
11023	20.04.19	1	Cricket Empire caps	Requisition sent MD's approval	
11038	03-05-19	1	Desktop	No Stock at Summit Sales LLP	
		2	Printer cum		
		3	Scanner&Xerox		
11061	28.05.19	2	DB Board 3Phase	No Stock at Summit Sales LLP	
11060	28.05.19	8	Binding Wire	By Monday it will be delivery	
No. of gate passes issued this week: 07 From No. 12201 To No. 12207					
Delivery van site visit on, 06.06.19					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
Items not ordered but received:					
Other corrections & remarks: Nil					
Details	Project Manager		Admin Officer/Manager	Admin Audit	
Sign	SV Subba Reddy		Pavan Kumar		
Date	08.06.19		8.06.19		

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 PURCHAS

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

Company:	Modiproperties Pvt Ltd	Date:	15.06.19
Site:	Mayflower Platinum	Prepared by:	GPavan Kumar
Report From / To	09.06.18 to 14.06.19	Approved by:	S.V.Subba Reddy
Report Date	15.06.19		

List of requisitions numbers missing in the report: Nil

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 [#]
11065	08.06.19	1	Executive Bags	Sample to be show to MD

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
11023	20.04.19	1	Cricket Empire caps	Requisition sent MD's approval
11038	03-05-19	1	Desktop	No Stock at Summit Sales LLP
		2	Printer cum	
		3	Scanner&Xerox	
11061	28.05.19	2	DB Board 3Phase	No Stock at Summit Sales LLP
11062	08.06.19	1	Blue Sheets 24X18	By Monday it will be Be delivery
		2	Blue Sheets 12X18	
11063	08.06.19	1	Security Lathi	Requisition sent MD's approval
11064	08.06.19	2	Safety Shoes	By Monday it will be delivery
11066	08.06.19	1	Led Tube light	By Monday it will be delivery
11068	10.06.19	1	Measurement tape 30mts Measurement tape 100mt Sprite level	By Monday it will be delivery
11070	12.06.19	1	Ring Binder File	By Monday it will be delivery
11071	12.06.19	1	Water Bottles	By Monday it will be delivery

No. of gate passes issued this week:	07	From No.	12201	To No.	12207
Delivery van site visit on,	12.06.19, 14.06.19				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
Items not ordered but received:					
Other corrections & remarks:	Nil				
Details	Project Manager	Admin Officer/Manager	Admin Audit		
Sign	SV Subba Reddy	Pavan Kumar			
Date	15.06.19	15.06.19			

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

20th 15/6/19

Pavan

Prepared by:	Prabhakar			
Date:	Modi Properties Pvt Ltd-May flower platinum			
Site:	22.6.19.			
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?
	List of requisitions where PO/WO not prepared 3 working days after requisition			
	List of requisitions where PO/WO is prepared and items have not been delivered at site beyond the lead time			
11023	20.4.19	Cricket umpire caps	Not required now cancel the requisition	
11061	28.5.19	DB Board, Isolator 4 pole, Insulation tapes	Stock to be received from Supplier, will be delivered in 2 days	
11063	8.6.19	Security lathi	Selected by MD will be purchased	
11065	8.6.19	Executive bag	Online purchase.	

Prepared by:	Prabhakar				
Date:	Modi Properties Pvt Ltd-May flower platinum				
Site:	22.6.19				
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
	List of requisitions where PO/WO not prepared 3 working days after requisition				
	List of requisitions where PO/WO is prepared and items have not been delivered at site beyond the lead time				
11023	20.4.19	Cricket umpire caps	Not required now cancel the requisition		
11061	28.5.19	DB Board, Isolator 4 pole, Insulation tapes	Stock to be receive from Supplier. will be deliver in 2 days		
11063	8.6.19	Security lathi	Selected by MD will be purchased		
11065	8.6.19	Executive bag	Online purchase		

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

Company:	Modiproperties Pvt Ltd	Date:	22.06.19	
Site:	Mayflower Platinum	Prepared by:	G.Pavan Kumar	
Report From / To	14.06.18 to 22.06.19	Approved by:	S.V.Subba Reddy	
Report Date	22.06.19			
List of requisitions numbers missing in the report: Nil				
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 ^s	
11073	14.06.19	Earth compaction machine	Awaiting for quotation	
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
11023	20.04.19	1	Cricket Empire caps	Requisition sent MD's approval
11061	28.05.19	2	DB Board 3Phase	No Stock at Summit Sales LLP
11063	08.06.19	1	Security Lathi	Requisition sent MD's approval
11065	08.06.19	1	Executive Bags	Online Purchase
No. of gate passes issued this week: 07 From No. 12208 To No. 12219				
Delivery van site visit on, 14.06.19, 15.05.19, 17.06.19,				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
Items not ordered but received:				
Other corrections & remarks: Nil				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign	SV Subba Reddy	Pavan Kumar		
Date	22.06.19	22.06.19		

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 PURCHAS

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

Company:	Modiproperties Pvt Ltd	Date:	2.06.19	
Site:	Mayflower Platinum	Prepared by:	G.Pavan Kumar	
Report From / To	21.06.18 to 27.06.19	Approved by:	S.V.Subba Reddy	
Report Date	29.06.19			
List of requisitions numbers missing in the report: Nil				
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 [#]	
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 ^{\$}
11061	28.05.19	2	DB Board 3Phase	By Monday will be delivery
11063	08.06.19	1	Security Lathi	Requisition sent MD's approval
11065	08.06.19	1	Executive Bags	Online Purchase
11076	25.03.19	1	I section -10mmthickness 20ft length	Requisition sent to MD's approval
11077	25.06.17	1	Cement empty bags	By Monday it will be delivery
No. of gate passes issued this week:		03	From No.	12220 To No. 12222
Delivery van site visit on,		Nil		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes	
Items not ordered but received:				
Other corrections & remarks: Nil				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign	SV Subba Reddy	Pavan Kumar	G. Pavan Kumar	
Date	29.06.19	29.06.19		

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

with
29/6/19

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

Company:	Modiproperties Pvt Ltd	Date:	06.07.19			
Site:	Mayflower Platinum	Prepared by:	G.Pavan Kumar			
Report From / To	27.06.18 to 05.06.19	Approved by:	S.V.Subba Reddy			
Report Date	06.07.19					
List of requisitions numbers missing in the report: Nil						
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			
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		
11061	28.05.19	2	DB Board 3Phase	By Monday will be delivery		
11063	08.06.19	1	Security Lathi	Requisition sent MD's approval		
11065	08.06.19	1	Executive Bags	Online Purchase		
11076	25.03.19	1	I section -10mmthickness 20ft length	BY Monday it will be delivery ★		
11077	25.06.17	1	Cement empty bags	By Monday it will be delivery ★		
11078	27.06.17	3	Male labour Helmets	By Monday it will be delivery		
11080	28.06.17	1	GI Sheets	BY Monday it will be delivery		
11082	04.07.19	1	Visiting Cards	Requisition sent MD's approval		
No. of gate passes issued this week:		05	From No.	12222	To No.	12227
Delivery van site visit on,		Nil				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
Items not ordered but received:						
Other corrections & remarks: Nil						
Details	Project Manager	Admin Officer/Manager	Admin Audit			
Sign	SV Subba Reddy	Pavan Kumar	25/07/19			
Date	06.07.19	06.07.19				

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

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

Company:	Modiproperties Pvt Ltd		Date:	13.07.19	
Site:	Mayflower Platinum		Prepared by:	M.Mounika	
Report From / To	27.06.18 to 13.07.19		Approved by:	S.V.Subba Reddy	
Report Date	13.07.19				
List of requisitions numbers missing in the report: Nil					
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	
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	
11063	08.06.19	1	Security Lathi	Requisition sent MD's approval	
11065	08.06.19	1	Executive Bags	By Tuesday Delivery	
11073	14.06.19	1	Earth compaction Machine	Hold By MD sir	
No. of gate passes issued this week:			02	From No.	12228 To No. 12229
Delivery van site visit on,			Nil		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
Items not ordered but received:					
Other corrections & remarks: Nil					
Details	Project Manager		Admin Officer/Manager	Admin Audit	
Sign	SV Subba Reddy		Mounika		
Date	13.07.19		13.07.19		

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

Handwritten signature and date: 13/7/19

Prepared by	Prabhakar			
Date	Modi Properties Pvt Ltd-May flower platinum			
Site	13.07.19			
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?
	List of requisitions where PO WO not prepared 3 working days after requisition			
	List of requisitions where PO WO is prepared and items have not been delivered at site beyond the lead time			
11063	8.6.19	Security lathi	Local purchase by purchase	
11065	8.6.19	Executive bag	Pick up from SLLP	
11073	14.6.19	Earth compaction machine	Held by MD	

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

Company:	Modiproperties Pvt Ltd		Date:	20.07.19	
Site:	Mayflower Platinum		Prepared by:	M.Mounika	
Report From / To	27.06.18 to 20.07.19		Approved by:	S.V.Subba Reddy	
Report Date	20.07.19				
List of requisitions numbers missing in the report: Nil					
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	
11084	08.07.19	8	Binding wire	PO not made	
11085	10.07.19	1 to 9	Submersible pump	PO with MD for approval	
11086	10.07.19	1 to 9	Submersible pump	Draft to be prepare	
11092	16.07.19	1	Flexi Design	PO not made	
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	
11063	08.06.19	1	Security Lathi	Requisition sent MD's approval	
11073	14.06.19	1	Earth compaction Machine	Hold By MD sir	
11095	16.07.19	1	Chalk piece box	By Monday Delivery	
No. of gate passes issued this week:					
Delivery van site visit on.		Nil	From No.	Nil	To No. Nil
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
Items not ordered but received:					
Other corrections & remarks: Nil					
Details	Project Manager		Admin Officer/Manager	Admin Audit	
Sign	SV Subba Reddy		Mounika		
Date	20.07.19		20.07.19		

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

Prepared by:	Prestonkar			
Date:	Mish Properties Pvt Ltd May flower plantation			
Site:	75/87-5019			
Requestion No	Requestion Date	Material Description	Purchase Manager - Remarks	Material delivered? If material is not delivered - is delay justified?
11084	8.7.19	List of requestions where PO/WO not prepared 3 working days after requestion		
11073	18.6.19	Binding wire	PO 60143	
		Earth compaction machine	Hold by MD	
11083	8.6.19	List of requestions where PO/WO is prepared and items have not been delivered at site beyond the lead time		
11095	16.7.19	Security latia	Pick up from SSLLP	
11096	18.7.19	Chalk piece powder	Pick up from SSLLP	
11096	22.7.19	PVC Pipe 1.5 mm	Pick up from SSLLP	
11100	26.7.19	GI Sheet	Tomorrow delivery	
11100	26.7.19	LED wipro fixed lights Philips BVP 161	Pick up from SSLLP	
11104	28.7.19	Stationary	Pick up from SSLLP	

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

Company:	Modi properties pvt lmt		Date:	27-07-2019	
Site:	May flower platinum		Prepared by:	Pavan kumar	
Report From / To	01-01-19 to 27-07-2019		Approved by:	S.v.Subba Reddy	
Report Date	27-07-2019				
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#	
11073	14-06-2019	1	Earth compaction machine	Hold by MD sir	
11084	08-07-2019	8	Binding wire	PO not made	
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	
11063	08-06-2019	1	Security lathi	Delivery by Monday	
11095	16-07-2019	1	Chalk piece boxes	Delivery by Monday	
11096	18-07-2019	1 to 7	PVC pipe 1.5mm	Delivery by Monday	
11099	22-07-2019	1	GI sheets	Delivery by Monday	
11100	26-07-2019	1	LED wipro flood light-phillips BVP 161	Delivery by Monday	
11104	28-07-2019	1 to 12	Stationary	Delivery by Monday	
No. of gate passes issued this week: 01 From No. 12231 To No. 12231					
Delivery van site visit on:					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No	
DC register Sl. No. during the week	From No.	1081	To No.	1088	
Items not ordered but received:NIL					
Items sent to HO /vendor that are pending for repair: NIL					
Other corrections & remarks: NIL					
Details	Project Manager		Admin Officer/Manager	Admin Audit	
Sign	S.V.SUBBA REDDY		PAVAN KUMAR		
Date	27-07-2019		27-07-2019		

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

Prepared by	Prabhakar				
Date	Modi Properties Pvt Ltd-May flower platinum				
Site	2019-08-03				
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
	List of requisitions where PO/WO not prepared 3 working days after requisition				
11073	14.8.19	Earth compaction machine	PO 59596		
	List of requisitions where PO/WO is prepared and items have not been delivered at site beyond the lead time				
11023	20.4.19	Crickets umpire caps	Cancelled		
11061	28.5.19	DB Boards 3 phase	Delivered		
11063	8.6.19	Security lathi	Delivered		
11065	8.6.19	Executive bags	Delivered		

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

Company:	Modiproperties Pvt Ltd	Date:	03.08.19	
Site:	Mayflower Platinum	Prepared by:	G.Pavan Kumar	
Report From / To	26-07-2019 to 02-08-2019	Approved by:	S.V.Subba Reddy	
Report Date	03.08.19			
List of requisitions numbers missing in the report: Nil				
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	
11084	14.06-19	1 Earth compact in machine	Hold by MD sir,	
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
11063	08-06-2019	1	Security lathi	Delivery by Monday
11084	08-07-2019	8	Binding wire	Delivery by Monday
11095	13-06-2019	1	Chalk piece boxes	Delivery by Monday
11096	18-07-2019	1 to 7	PVC pipe 1.5mm	Delivery by Monday
11100	26-07-2019	26-07-2019	Led wipro flood light philipsBVP161	Delivery by Monday
11104	28-07-2019	1 to 12	Stationary	Delivery by Monday
11106	27-06-2019	1	Open well Submersible motor with starter-3	Delivery by Monday
11107	27-07-2019	1 to 4	Kids car , dolls.books, story books	Delivery by Monday
No. of gate passes issued this week: 01 From No. 12233 To No. 12233				
Delivery van site visit on, Nil				
Inward report (MRN/other) & stock report emailed in pdf format to purchase? Yes				
Items not ordered but received:				
Other corrections & remarks: Nil				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign	SV Subba Reddy	Pavan Kumar		
Date	03.08.19	03.08.19		

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

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03/8/19

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

Company:	Modiproperties Pvt Ltd		Date:	10.08.19	
Site:	Mayflower Platinum		Prepared by:	G.Pavan Kumar	
Report From / To	2-08-2019 to 09-08-2019		Approved by:	S.V.Subba Reddy	
Report Date	10.08.19				
List of requisitions numbers missing in the report: Nil					
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	
11084	14.06.19	1	Earth compact in machine	Hold by MD sir.	
11109	31-07-2019	1	Ms Sheets	Po not issued	
11110	31-07-2019	1	High mast pole	Po not issued (Sunil has follow)	
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	
11096	18-07-2019	1 to 7	PVC pipe 1.5mm	Delivery by Monday ✓	
11104	28-07-2019	2.3.4.5.6.7.11.12	Stationary	Delivery by Monday ✓	
11106	27-06-2019	1	Open well Submersible motor with starter-3	Delivery by Monday	
No. of gate passes issued this week:		03	From No.	12234	To No. 12235
Delivery van site visit on,		Nil			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
Items not ordered but received:					
Other corrections & remarks: Nil					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign	SV Subba Reddy		Pavan Kumar		
Date	10.08.19		10.08.19		

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

Handwritten signature and date 10/8/19

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

Company:	Modiproperties Pvt.Ltd		Date:	17.08.19	
Site:	Mayflower Platinum		Prepared by:	Mounika	
Report From / To	01.01.19 to 17.08.19		Approved by:	S.V.Subba Reddy	
Report Date	17.08.19				
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 ²	
11110	31.07.19	1	High Mast pole	Material enquiry stage	
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 ⁵	
11102	25.07.19	1 to 9	Submersible pump 3 phase	By Monday Delivery	
11109	31.07.19	1	MS Sheets	By Monday Delivery	
11115	12.08.19	1	FRP Curing pipe	By Monday Delivery	
No. of gate passes issued this week:					
		-	From No.	-	To No. -
Delivery van site visit on:					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No	
DC register Sl. No. during the week	From No.	1104	To No.	1108	
Items not ordered but received: Nil					
Items sent to HO /vendor that are pending for repair: Nil					
Other corrections & remarks: Nil					
Details	Project Manager		Admin Officer/Manager	Admin Audit	
Sign	SV.Subba Reddy		Mounika	<i>[Signature]</i>	
Date	17.08.19			<i>[Signature]</i>	

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

[Signature]
17/8/19

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

Company:	Modiproperties Pvt Ltd		Date:	24.08.19	
Site:	Mayflower Platinum		Prepared by:	G.Pavan Kumar	
Report From / To	16-08-2019 to 23-08-2019		Approved by:	S.V.Subba Reddy	
Report Date	24-08-2019				
List of requisitions numbers missing in the report: Nil					
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	
11110	31-07-2019	1	High mast pole	Material enquiry stage	
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	
11096	18-07-2019	1 to 7	PVC pipe 1.5mm	Delivery by Monday	
11104	28-07-2019	2,3,4,5,6,7,11, 12	Stationary	Delivery by Monday	
11106	27-06-2019	1	Open well Submersible motor with starter-3	Delivery by Monday	
No. of gate passes issued this week:		03	From No.	12235	To No. 12239
Delivery van site visit on,		Nil			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
Items not ordered but received:					
Other corrections & remarks: Nil					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign	SV Subba Reddy		Pavan Kumar		
Date	24.08.19		24.08.19		

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

B. Nandini

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

Company:	Modi properties Pvt Ltd		Date:	06.09.19	
Site:	May flower platinum		Prepared by:	Mounika	
Report From / To	31.08.19 to 06.09.19		Approved by:	S.V.Subba Reddy	
Report Date	06.09.19				
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		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 ^{\$}	
11119	19.08.19	1 & 2	Stickers , Visitor' s Register	Delivery by Monday	
11123	21.08.19	1	Breath Analyser	Online Purchase	
11129	29.08.19	1	Bio-Metric Machine Adapter	By Tuesday Delivery	
11136	04.09.19	1	Nylon Rope	By Tuesday Delivery	
No. of gate passes issued this week:			1	From No.	12242 To No. 12242
Delivery van site visit on:					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No	
DC register Sl. No. during the week	From No.	1117	To No.	1121	
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	06.09.19		06.09.19		

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

Handwritten signature
7/9/19
B. Nandini

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

Company:	Modi properties Pvt Ltd	Date:	31-08-2019		
Site:	May flower platinum	Prepared by:	G.Pavan Kumar		
Report From / To	23-08-2019-31-08-2019	Approved by:	S.V.Subba Reddy		
Report Date	31-08-2018				
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#		
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	
11104	28-07-2019	5 & .6	Drawings covers	Delivery by Monday	
11119	19-08-2019	1 & .2	Stickers , Visitor' s Register	Delivery by Monday	
11123	21-08-2019	1	Breath Analyser	Online Purchase	
11128	27-08-2019	1	Mastic pads	Delivery by Monday	
No. of gate passes issued this week:	2	From No.	12240	To No.	12241
Delivery van site visit on:	24-08-19,26-08-19,29-08-19,				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
DC register Sl. No. during the week	From No.	1110	To No.	1116	
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	31-08-2019				

Notes: 1. * Send a copy of the missing requisitions to the concerned authority.

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

Page 1 of 1

31/8/19
B. Nardini

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

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

Company:	Modi properties Pvt Ltd	Date:	16-09-2019	
Site:	May flower platinum	Prepared by:	B.Nandini	
Report From / To	07-09-2019 to 14-09-2019	Approved by:	S.V.Subba Reddy	
Report Date	14-09-2019			
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*	
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
11119	19.08.19	1 & 2	Stickers , Visitor's Register	Delivery by Monday
11123	21.08.19	1	Breath Analyser	Online Purchase
11129	29.08.19	1	Bio-Metric Machine Adapter	By Tuesday Delivery
11144	07.09-2019	1	Armoured cable 4 core	By Tuesday Delivery
11151	11-09-2019	1 to 7	Site office furniture	Work in progress
No. of gate passes issued this week:		1	From No.	12243 To No.
Delivery van site visit on:		07-09-2019, 11-09-2019, 14-09-2019		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No	
DC register Sl. No. during the week	From No.	1122	To No.	1142
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	
Date	16.09.19	16.09.19		

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!

Prepared by:	Prabhakar				
Date:	Modi Properties Pvt Ltd-May flower platinum				
Site:	16-09-2019				
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions where PO/WO not prepared 3 working days after requisition					
List of requisitions where PO/WO is prepared and items have not been delivered at site beyond the lead time					
11119	19.8.19	Stickers, registers	Promotions to follow up		
11123	21.8.19	Breath analyzer	awaiting to receive the material from amazon		
11129	29.8.19	Bio metric machine adapter	Next week delivery		
11144	7.9.19	Armoured cable 4 core	By tomorrow delivery		
11151	11.9.19	Site office furniture	Making is under process by Ramulu carpenter		

Prepared by:	Prabhakar				
Date:	Modi Properties Pvt Ltd-May flower platinum				
Site:	21-09-2019				
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
	List of requisitions where PO/WO not prepared 3 working days after requisition				
11164	18.9.19	Shabhad stone	Rates to be finalized by Minish		
	List of requisitions where PO/WO is prepared and items have not been delivered at site beyond the lead time				
11119	19.8.19	Stickers, registers	Promotions to follow up		
11123	21.8.19	Breath analyzer	awaiting to receive the material from amazon		
11129	29.8.19	Bio metric machine adapter	Follow up with system admin		
11158	17.9.19	Water bottles and room freshner	Pick up from SLLP		
11151	11.9.19	Site office furniture	Making is under proces by Ramulu carpenter		

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

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

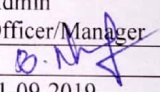
Company:	Modi properties Pvt Ltd		Date:	21-09-2019	
Site:	May flower platinum		Prepared by:	B.Nandini	
Report From / To	14-09-2019 to 21-09-2019		Approved by:	S.V.Subba Reddy	
Report Date	21-09-2019				
List of requisitions numbers missing in the report*:					
List of requisitions where PO/WO not prepared 3 working days after requisition:					
Req No.	Req Date		Item Description	Reason for not preparing PO/WO#	
11164	18-09-2019		Shahbad Stones	Rates to be finalised by Manish	
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	
11119	19.08.19	1 & 2	Stickers , Visitor' s Register	Delivery by Monday	
11123	21.08.19	1	Breath Analyser	Online Purchase	
11129	29.08.19	1	Bio-Metric Machine Adapter	By Tuesday Delivery	
11151	11-09-2019	1 to 7	Site office furniture	Work in progress	
11158	17-09-2019	1 to 5	Water bottles and room freshner	Delivery by Monday	
No. of gate passes issued this week:		4	From No.	12244	To No. 12247
Delivery van site visit on:		14-09-2019,20-09-2019			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No	
DC register Sl. No. during the week	From No.	1143	To No.	1148	
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	21-09-2019		21-09-2019		

ashaiya@modiproperties.com and rajkumarn@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!

with 23/8/19.

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

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

Company:	Modi properties Pvt Ltd	Date:	21-09-2019	
Site:	May flower platinum	Prepared by:	B.Nandini	
Report From / To	14-09-2019 to 21-09-2019	Approved by:	S.V.Subba Reddy	
Report Date	21-09-2019			
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#	
11164	18-09-2019	Shahbad Stones	Rates to be finalised by Manish	
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
11119	19.08.19	1 & 2	Stickers , Visitor' s Register	Delivery by Monday
11123	21.08.19	1	Breath Analyser	Online Purchase
11129	29.08.19	1	Bio-Metric Machine Adapter	By Tuesday Delivery
11151	11-09-2019	1 to 7	Site office furniture	Work in progress
11158	17-09-2019	1 to 5	Water bottles and room freshner	Delivery by Monday
No. of gate passes issued this week:		4	From No.	12244 To No. 12247
Delivery van site visit on:		14-09-2019,20-09-2019		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No	
DC register Sl. No. during the week	From No.	1143	To No.	1148
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	21-09-2019	21-09-2019		

ashaiya@modiproperties.com and rajkumarn@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!

well 25/9/19

Prepared by:	Prabhakar				
Date:	Modi Properties Pvt Ltd-May flower platinum				
Site:	2019-09-28				
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
		List of requisitions where PO/WO not prepared 3 working days after requisition			
11164	18.9.19	Shabbad stone	PO 61558		
11179	24.9.19	Inverter AC	PO 61951		
		List of requisitions where PO/WO is prepared and items have not been delivered at site beyond the lead time			
11119	19.8.19	Stickers, registers	Promotions to follow up		
11123	21.8.19	Breath analyzer	Pick up from SSLLP		
11150	18.9.19	Sliding windows	Deliverd		
11160	18.9.19	Grills	Pick up from SSLLP		
11175	24.9.19	GI Nipple	Today delivery		
11177	24.9.19	Wall hung WC	Pick up from SSLLP		
11180	24.9.19	Ceiling fan	Deliverd		
11184	25.9.19	Wipro garnet wavv LED Light	Deliverd		
11185	25.9.19	HDPE Pipe	Today delivery		
11186	25.9.19	AI Ventilators	Deliverd		
11187	25.9.19	Copper plate	Today delivery		

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

Company:	Modiproperties. Pvt Ltd		Date:	28.09.19	
Site:	Mayflower Platinum		Prepared by:	Mounika	
Report From / To	01.01.19 to 28.09.19		Approved by:	S.V.Subba Reddy	
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		Item Description	Reason for not preparing PO/WO ^u	
11164	18.09.19	1	Shabad Stone	Rate to be finalized by Manish	
11179	24.09.19	1 & 2	Inverter AC	Quotes to be receive	
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	
11119	19.08.19	1 & 2	Stickers of Modiproperties and Project Name logo	Work under Process	
11123	21.08.19	1	Breath Analser	On line purchase	
11159	18.09.19	2	Sliding windows	Work under Process	
11160	18.09.19	2	Grills	Work under Process	
11175	24.09.19	42	GI Nipple	By Monday Delivery	
11177	24.09.19	1, 2, 4 to 7	Wall Hung WC	By Monday Delivery	
11180	24.09.19	1	Ceiling Fans	By Monday Delivery	
11184	25.09.19	1	Wipro-Garnet Wave LED Light	By Monday Delivery	
11185	25.09.19	1	HDPE Pipe	By Monday Delivery	
11186	25.09.19	6	Al.Ventilators	Work under Process	
11187	25.09.19	1 to 8	Copper Plate	By Monday Delivery	
No. of gate passes issued this week:					
		4	From No.	12248 to 12250	To No. 8051 to 8055
Delivery van site visit on: 26 th , 27 th					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No	
DC register Sl. No. during the week	From No.	1149	To No.	1169	
Items not ordered but received: Nil					
Items sent to HO /vendor that are pending for repair: Nil					
Other corrections & remarks: Nil					
Details	Project Manager		Admin Officer/Manager	Admin Audit	
Sign	SV.Subba Reddy		Mounika		
Date	28.09.19		28.09.19		

B. Subba Reddy

28/9/19

Prepared by:	Prabhakar				
Date:	Modi Properties Pvt Ltd-May flower platinum				
Site:	05-10-19.				
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions where PO/WO not prepared 3 working days after requisition					
List of requisitions where PO/WO is prepared and items have not been delivered at site beyond the lead time					
11119	19.8.19	Stickers, registers	Promotions to follow up		
11160	18.9.19	Grills	Pick up from SLLP		
11175	24.9.19	GI Nipple	Delivered		
11177	24.9.19	Wall hung WC	Today delivery		
11185	25.9.19	HDPE Pipe	Today delivery		
11189	27.9.19	Binding wire	Pick up from SLLP		
11192	30.9.19	CP Fittings	Pick up from SLLP		
11193	30.9.19	Submersible sewage pump	Today delivery		
11194	30.9.19	CPVC, PVC material	Delivered		
11195	30.9.19	Grills	Pick up from SLLP		
11197	30.9.19	Covering blocks	Pick up from SLLP		

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

Company:	Modiproperties. Pvt Ltd		Date:	05.10.2019	
Site:	Mayflower Platinum		Prepared by:	B.Nandini	
Report From / To	28.10.2019 to 05.10.2019		Approved by:	S.V.Subba Reddy	
Report Date	05.10.2019				
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 [#]	
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	
11119	19.08.19	1 & 2	Stickers of Modiproperties and Project Name logo	Work under Process	
11160	18.09.19	2	Grills	Work under Process	
11175	24.09.19	42	GI Nipple	By Monday Delivery	
11177	24.09.19	1, 2, 4 to 7	Wall Hung WC	By Monday Delivery	
11185	25.09.19	1	HDPE Pipe	By Monday Delivery	
11189	27.09.19	8	Binding wire	By Monday Delivery	
11192	30.09.19	2,3,6 to 9,13 to 22	Long body,short body,pillar cock	By Monday Delivery	
11193	30.09.19	1	Submerisable sewage cutter pump 1300BW	By Monday Delivery	
11194	30.09.19	1,4,8,11,24,30,37	CPVC pipe ,CPVC plain bend,CPVC union	By Monday Delivery	
11195	30.09.19	5	Grills 2"x2"	By Monday Delivery	
11197	30.09.19	1 to 2	Cover blocks	By Monday Delivery	
No. of gate passes issued this week:			1	From No.	8056 To No. 8056
Delivery van site visit on:30 th ,3 rd ,4 th .					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No	
DC register Sl. No. during the week		From No.	1170	To No.	1190
Items not ordered but received: Nil					
Items sent to HO /vendor that are pending for repair: Nil					
Other corrections & remarks: Nil					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign	SV.Subba Reddy		B.Nandini		
Date	05.10.19		05.10.19		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without

Prepared by:	Prabhakar				
Date:	Modi Properties Pvt Ltd-May flower platinum				
Site:	12-10-19				
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
	List of requisitions where PO/WO not prepared 3 working days after requisition				
11200	9.10.19	Office chairs	PO-62307		
	List of requisitions where PO/WO is prepared and items have not been delivered at site beyond the lead time				
11119	19.8.19	Stickers, registers	Promotions to follow up		
11164	18.9.19	Shabbad stone	Pick up from SSLLP		
11174	23.9.19	Visiting cards	Promotions to follow up		
11177	24.9.19	Urinal partition	Deliverd		
11189	27.9.19	Binding wire	Pick up from SSLLP		
11192	30.9.19	Angle cock, CP Nipple	Deliverd		
11193	30.9.19	Submersable sewage pump	Deliverd		
11194	30.9.19	CPVC,PVC material	Deliverd		
11195	30.9.19	Grills	Pick up from SSLLP		
11197	30.9.19	Covering blocks	Deliverd		
11201	9.10.19	Coffee machine 3in 1	Admin to follow up, rent machine		
11202	9.10.19	Tan brown granite	Pick up from SSLLP		

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

Company:	Modiproperties. Pvt Ltd	Date:	12.10.2019	
Site:	Mayflower Platinum	Prepared by:	B.Nandini	
Report From / To	05.10.2019 to 12.10.2019	Approved by:	S.V.Subba Reddy	
Report Date	12.10.2019			
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#
11200	09.10.2019	1 & 2	Office chairs	Site Approval
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
11119	19.08.19	1 & 2	Stickers of Modiproperties and Project Name logo	Work under Process
11164	18.09.19	1	Shahbad stones	By Monday Delivery
11174	23.09.19	1	Visting cards	By Monday Delivery
11177	24.09.19	7	Urinal partion with bracket	By Monday Delivery
11189	27.09.19	8	Binding Wire	By Monday Delivery
11192	30.09.19	7 & 20	Angle cock,CP Nipple 1 1/2"	By Monday Delivery
11193	30.09.19	1	Submerisable sewage cutter pump 1300BW	By Wednesday Delivery
11194	30.09.19	8	CPVC union 2 1/2"	By Monday Delivery
11195	30.09.19	5	Grills 2'x2"	Work under Process
11197	30.09.19	1 to 2	Cover blocks	Partially Delivered
11201	09.10.2019	1	Coffee machine 3 in 1	By wednesday Delivery
11202	09.10.19	1	Tan brown granite	By Tuesday Delivery
No. of gate passes issued this week:		2	From No.	8057 To No. 8058
Delivery van site visit on: 9 th , 10 th .				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No
DC register Sl. No. during the week	From No.	1191	To No.	1206
Items not ordered but received: Nil				
Items sent to HO /vendor that are pending for repair: Nil				
Other corrections & remarks: Nil				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign	SV.Subba Reddy	B.Nandini		

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

Company:	Modiproperties. Pvt Ltd	Date:	19.10.2019
Site:	Mayflower Platinum	Prepared by:	B.Nandini
Report From / To	12.10.2019 to 19.10.2019	Approved by:	S.V.Subba Reddy
Report Date	19.10.2019		

List of requisitions numbers missing in the report*:

List of requisitions where PO/WO not prepared 3 working days after requisition:

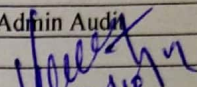
Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO [#]

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
11119	19.08.19	1 & 2	Stickers of Modiproperties and Project Name logo	Work under Process
11164	18.09.19	1	Shahbad stones	By Monday Delivery
11174	23.09.19	1	Visting cards	Work under Process
11177	24.09.19	7	Urinal partion with bracket	By Monday Delivery
11189	27.09.19	8	Binding Wire	By Monday Delivery
11192	30.09.19	7 & 20	Angle cock,CP Nipple 1 1/2"	By Monday Delivery
11194	30.09.19	8	CPVC union 2 1/2"	By Monday Delivery
11197	30.09.19	2	Cover blocks	Partially Delivered
11201	09.10.2019	1	Coffee machine 3 in 1	By Monday Delivery
11204	11.10.19	6	RCC sq manholes cover	By Monday Delivery
11206	11.10.19	9	PVC plain bend & tee 4"	By Monday Delivery
11216	14.10.19	3	Plastic gampa ,GI bucket & spade with handle	By Monday Delivery
11219	15.10.19	15	Office cleaning material	By Monday Delivery
11220	15.10.19	6	Office cleaning material	By Monday Delivery
11225	18.10.19	1	Gunny bags	By Monday Delivery

B.Nandini

21/10/19

11226	18.10.19	1	Mastic pads	By Monday Delivery							
11227	18.10.19	1	Cover blocks	By Monday Delivery							
No. of gate passes issued this week:							Nil	From No.	-	To No.	-
Delivery van site visit on: 15 th , 17 th											
Inward report (MRN/other) & stock report emailed in pdf format to purchase?									Yes / No		
DC register Sl. No. during the week			From No.	1207				To No.	1217		
Items not ordered but received: Nil											
Items sent to HO /vendor that are pending for repair: Nil											
Other corrections & remarks: Nil											
Details		Project Manager			Admin Officer/Manager			Admin Audit			
Sign		SV.Subba Reddy			B.Nandini						
Date		19.10.19			19.10.19						

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

Prepared by:	Prabhakar						
Date:	Modi Properties Pvt Ltd-May flower platinum						
Site:	26-10-19						
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?		
	List of requisitions where PO/VO not prepared 3 working days after requisition						
11192	04-10-19	Short body	PO 62781				
	List of requisitions where PO/VO is prepared and items have not been delivered at site beyond the lead time						
11119	19.8.19	Stickers, registers	Delivered				
11164	18.9.19	Shabbad stone	Pick up from SSLLP				
11174	23.9.19	Visiting cards	Delivered				
11177	24.9.19	Urinal partition	Delivered				
11189	27.9.19	Binding wire	Pick up from SSLLP				
11194	30.9.19	CPVC Union 2 1/2"	This size we are not getting in market, supplier order it will take another 1 week to delivery				
11197	30.9.19	Covering blocks	Partly delivered, balance pick up from SSLLP				
11201	9.10.19	Coffee machine 5in i	Today delivery				
11216	14.10.19	Plastic gamps, GI Bucket, spade with handle	Pick up from SSLLP				
11218	15.10.19	Stationary	Pick up from SSLLP				
11219	15.10.19	Office cleaning material	Pick up from SSLLP				
11225	18.10.19	Gunny bags	Pick up from SSLLP				
11227	18.10.19	Covering blocks	Part delivered, remaining pick up from SSLLP				
11228	18.10.19	FP Isolater	Part delivered, remaining pick up from SSLLP				
11232	19.10.19	HDPE Pipes, GI Union, GI Nipple	Delivered				
11236	23.10.19	Door closer	Delivered				
11237	23.10.19	Nylon bucket, mugs white colour	Pick up from SSLLP				
11238	23.10.19	Mirror	Delivered				
11239	23.10.19	Urinal partition with bracket	Delivered				

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

Company:	ModiProperties pvt.ltd	Date:	26.10.19
Site:	Mayflower Platinum	Prepared by:	B.Nandini
Report From / To	19.10.19 to 26.10.19	Approved by:	S.V.Subba Reddy
Report Date	26.10.19		

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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO [#]
11192	04.10.19	3	Short body	PO not made

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
11119	19.08.19	2	Stickers	Work in progress
11164	18.09.19	1	Shabadh stones	Delivery by Monday
11174	23.09.19	1	Visting cards	Work in progress
11189	27.09.19	8	Binding wire	Delivery by Monday
11194	30.09.19	8	CPVC Union 2 1/2"	Delivery by Monday
11201	09.10.19	1	Coffee machine	Delivery by Wednesday
11216	14.10.19	1	Gampa	Delivery by Monday
11219	15.10.19	12,13&14	Vim bar,Door mats	Delivery by Monday
11218	15.10.19	13	Stationary	Delivery by Monday
11225	18.10.19	1	Gunny bags	Delivery by Monday
11227	18.10.19	1	Cover block	Delivery by Monday
11228	18.10.19	1	FP Isolator	Partially delivered
11232	19.10.19	7	HDPE Pipes,GI Union,GI Nipple	Delivery by Tuesday
11236	23.10.19	1	Door Closers	Delivery by Tuesday
11237	23.10.19	2	Nylon bucket,mugs white colour	Delivery by Monday
11238	23.10.19	1	Mirror	Delivery by Monday
11239	23.10.19	7	Urinal partion with bracket	Delivery by Tuesday

B. Nandini *S.V. Subba Reddy*

No. of gate passes issued this week:	07	From No.	8059	To No.	8065
Delivery van site visit on: 21 st , 23 rd .					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No	
DC register Sl. No. during the week	From No.	1218	To No.	1232	
Items not ordered but received: Nil					
Items sent to HO /vendor that are pending for repair: Nil					
Other corrections & remarks: Nil					
Details	Project Manager	Admin Officer/Manager		Admin Audit	
Sign	SV.Subba Reddy	B.Nandini			
Date	26.10.19	26.10.19			

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

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

Company:	ModiProperties pvt.ltd	Date:	02.11.19
Site:	Mayflower Platinum	Prepared by:	B.Nandini
Report From / To	27.10.19 to 02.11.19	Approved by:	S.V.Subba Reddy
Report Date	02.11.19		

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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
11248	26.10.19	1	Fruit packing covers	PO not made

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 ⁵
11119	19.08.19	2	Stickers	Partially received
11164	18.09.19	1	Shabadh stones	Partially received
11174	23.09.19	1	Visting cards	Work in progress
11189	27.09.19	8	Binding wire	Delivery by Monday
11194	30.09.19	8	CPVC Union 2 1/2"	Delivery by Monday
11218	15.10.19	13	Stationary	Delivery by Monday
11219	15.10.19	12,13&14	Vim bar,Door mats	Delivery by Monday
11225	18.10.19	1	Gunny bags	Partially received
11227	18.10.19	1	Cover block	Partially received
11237	23.10.19	2	Buckets ,Mugs	Partially received
11242	25.10.19	1	Two wheeler	Pending at MD Sir
11246	25.10.19	12	Sofa 2,3 seaters	Delivery by Monday

No. of gate passes issued this week:	04	From No.	8066	To No.	8069
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Delivery van site visit on: 21st,23rd.

Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No
DC register Sl. No. during the week	From No. 1233 To No. 1248

Items not ordered but received: Nil

Items sent to HO /vendor that are pending for repair: Nil

Other corrections & remarks: Nil

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	SV.Subba Reddy	B.Nandini	
Date	02.11.2019	02.11.2019	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without

B.Nandini *20/11/19*

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

Company:	ModiProperties pvt.ltd	Date:	09.11.19	
Site:	Mayflower Platinum	Prepared by:	Shravani	
Report From / To	01.11.19 to 09.11.19	Approved by:	S.V.Subba Reddy	
Report Date	09.11.19			
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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO [#]
11242	25.10.19	1	Two wheeler	PO not made
11265	05.11.19	2	jalli	PO not made
11263	05.11.19	4	Sponges ,bombay brooms, acid	PO not made
11264	05.11.19	1	Insulation tape	PO not made
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^s
11119	19.08.19	1 & 2	Stickers of Modiproperties and Project Name logo	Partially received
11164	18.09.19	1	Shahbad stones	Partially received
11194	30.09.19	8	CPVC union 2 1/2"	By Tuesday Delivery
11218	15.10.19	4&6	Pencil,dustbin	By Monday delivery
11219	15.10.19	12,13	Office cleaning material	By Monday Delivery
11225	18.10.19	1	Gunny bags	By Monday Delivery
11226	18.10.19	1	Mastic pads	By Monday Delivery
11227	18.10.19	1	Cover blocks	Partially received
11237	23.10.19	2	Mugs ,buckets	By Monday Delivery
11239	23.10.19	7	Urinal partion with bracket	By Tuesday Delivery
11250	28.10.19	1	Water cans	By Monday Delivery
11253	31.10.19	2	Name plates	By Tuesday Delivery <i>reviewed</i>
11254	02.11.19	4	Storage unit,side table	By Wednesday delivery
11257	06.11.19	1	Submersible pump <i>slarker</i>	By Monday Delivery

B. N. Reddy 11/11/19.

11259	04.11.19	3	Mouse,keyboard	By Monday Delivery			
11266	06.11.19	1	Safety \shoes	By Monday Delivery			
11267	06.11.19	1	MS tree grades	By Monday Delivery			
11268	06.11.19	1	Gulmohar trees	By Monday Delivery			
11273	06.11.19	1	CC tower pole	By Monday Delivery			
No. of gate passes issued this week:			02	From No.	8070	To No.	8071
Delivery van site visit on: 5 th & 8th							
Inward report (MRN/other) & stock report emailed in pdf format to purchase?						Yes	
DC register Sl. No. during the week		From No.	1249	To No.	1265		
Items not ordered but received: Nil							
Items sent to HO /vendor that are pending for repair: Nil							
Other corrections & remarks: Nil							
Details	Project Manager		Admin Manager		Admin Audit		
Sign	SV.Subba Reddy		B.Nandini				
Date	09.11.19		09.11.19				

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

B. Nandini

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

Company:	ModiProperties pvt.ltd		Date:	09.11.19
Site:	Mayflower Platinum		Prepared by:	Shravani
Report From / To	01.11.19 to 09.11.19		Approved by:	S.V.Subba Reddy
Report Date	09.11.19			
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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
11242	25.10.19	1	Two wheeler	PO not made
11265	05.11.19	2	jalli	PO not made
11263	05.11.19	4	Sponges ,bombay brooms, acid	PO not made
11264	05.11.19	1	Insulation tape	PO not made
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^s
11119	19.08.19	1 & 2	Stickers of Modiproperties and Project Name logo	Partially received
11164	18.09.19	1	Shahbad stones	Partially received
11194	30.09.19	8	CPVC union 2 1/2"	By Tuesday Delivery
11218	15.10.19	4&6	Pencil,dustbin	By Monday delivery
11219	15.10.19	12,13	Office cleaning material	By Monday Delivery
11225	18.10.19	1	Gunny bags	By Monday Delivery
11226	18.10.19	1	Mastic pads	By Monday Delivery
11227	18.10.19	1	Cover blocks	Partially received
11237	23.10.19	2	Mugs ,buckets	By Monday Delivery
11239	23.10.19	7	Urinal partion with bracket	By Tuesday Delivery
11250	28.10.19	1	Water cans	By Monday Delivery
11253	31.10.19	2	Name plates	By Tuesday Delivery
11254	02.11.19	4	Storage unit,side table	By Wednesday delivery
11257	06.11.19	1	Submersible pump	By Monday Delivery

11259	04.11.19	3	Mouse,keyboard	By Monday Delivery
11266	06.11.19	1	Safety \shoes	By Monday Delivery
11267	06.11.19	1	MS tree grades	By Monday Delivery
11268	06.11.19	1	Gulmohar trees	By Monday Delivery
11273	06.11.19	1	CC tower pole	By Monday Delivery
No. of gate passes issued this week: 02 From No. 8070 To No. 8071				
Delivery van site visit on: 5 th & 8th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week		From No.	1249	To No. 1265
Items not ordered but received: Nil				
Items sent to HO /vendor that are pending for repair: Nil				
Other corrections & remarks: Nil				
Details	Project Manager		Admin Manager	Admin Audit
Sign	SV.Subba Reddy		B.Nandini	
Date	09.11.19		09.11.19	

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

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

Company:	ModiProperties pvt ltd	Date:	16-11-2019	
Site:	Mayflower Platinum	Prepared by:	K. sravani	
Report From / To	9-11-2019 to 16-11-2019	Approved by:	S. V. Subba Reddy	
Report Date	16-11-2019			
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 [#]
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 ^{\$}
11255	04.11.19	1	Foam Boards	Delivery by Wednesday
11259	04.11.19	1 to 3	Keyboard, mouse, mouse pad	Delivery by Monday
11265	05.11.19	1 to 2	Dubara jali	Delivery by Wednesday
11266	06.11.19	1	Safety Shoes	Delivery by Monday
11279	07.11.19	1	MS Round Pipes 40mm	Delivery by Wednesday
11284	11.11.19	1	Electrical Two wheeler	Delivery by Wednesday
11285	12.11.19	1	Shahbad stone	Partially Delivered
11286	12.11.19	1	Epson Pigment ink	Delivery by Wednesday
No. of gate passes issued this week:		03	From No.	8072 To No. 8074
Delivery van site visit on: 16th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No
DC register Sl. No. during the week	From No.	1265	To No.	1295
Items not ordered but received: Nil				
Items sent to HO / vendor that are pending for repair: Nil				
Other corrections & remarks: Nil				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign	SV. Subba Reddy	K. Sravani		
Date	16.11.2019	16.11.2019		

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

[illegible]

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

Company:	ModiProperties pvt.ltd		Date:	23-11-2019	
Site:	Mayflower Platinum		Prepared by:	K.sravani	
Report From / To	16-11-2019to23-11-2019		Approved by:	S.V.Subba Reddy	
Report Date	23-11-2019				
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#	
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\$	
11255	04.11.19	1	Foam Boards	Delivery by Tuesday	
11281	08.11.19	1	MS stools	Partially delivered	
11282	09.11.19	3	Door frames	Partially delivered	
11288	12.11.19	1	Generator	Delivered by Tuesday	
11294	14.11.19	1	MS Door frames	Stock not available	
11301	19.11.19	2	Measurement tapes mn	Delivered by wednesday	
No. of gate passes issued this week:			02	From No.	8075 To No. 8076
Delivery van site visit on: 16th					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No	
DC register Sl. No. during the week		From No.	1296	To No.	1315
Items not ordered but received: Nil					
Items sent to HO /vendor that are pending for repair: Nil					
Other corrections & remarks: Nil					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign	SV.Subba Reddy		K.Sravani		
Date	23.11.2019		23.11.2019		

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

B.N. J. Zoh 27/11/19

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

Company:	ModiProperties pvt.ltd	Date:	30-11-2019	
Site:	Mayflower Platinum	Prepared by:	K.sravani	
Report From / To	23-11-2019to30-11-2019	Approved by:	S.V.Subba Reddy	
Report Date	30-11-2019			
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 [#]
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 ^{\$}
11255	04-11-19	1	Form boards	Delivered by Tuesday
11288	12-11-19	1	Generator	Delivered by Tuesday
11306	23-11-2019	1	Wifi router	Po to be issue
11308	23-11-19	1	8 port switch	PO to be issue
No. of gate passes issued this week: 04 From No. 8078 To No. 8081				
Delivery van site visit on: 16th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No
DC register Sl. No. during the week	From No.	1316	To No.	1329
Items not ordered but received: Nil				
Items sent to HO /vendor that are pending for repair: Nil				
Other corrections & remarks: Nil				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign	SV.Subba Reddy	K.Sravani		
Date	30.11.2019	30.11.2019		

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

24/12/19
B. Raj

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

Company:	ModiProperties pvt.ltd	Date:	07-12-2019
Site:	Mayflower Platinum	Prepared by:	K.sravani
Report From / To	30-11-2019to07-12-2019	Approved by:	S.V.Subba Reddy
Report Date	07-12-2019		
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.	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.	Details of discussion with supplier ^{\$}
11255	04-11-2019	1	Form boards
			Delivered by Tuesday
11288	12-11-2019	1	Generator
			Delivered by Tuesday
11306	23-11-2019	1	Wifi router
			Delivered by Tuesday
11316	28-11-2019	1	RO water plant capacity
			Po to be issue
11318	30-11-2019	2	UPS
			Delivered by Wednesday
11322	02-12-2019	1	Bonding Agent
			Delivered by Wednesday
11325	03-12-2019	2	Drawing cover
			Delivered by Tuesday
No. of gate passes issued this week:		From No.	8084 To No. 8087
Delivery van site visit on: 1 st & 3 rd 5 th			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No
DC register Sl. No. during the week	From No.	1330	To No. 1342
Items not ordered but received: Nil			
Items sent to HO /vendor that are pending for repair: Nil			
Other corrections & remarks: Nil			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	SV.Subba Reddy	K.Sravani	
Date	07-12-2019	07.12.2019	

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

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

Company:	ModiProperties pvt.ltd		Date:	14-12-2019	
Site:	Mayflower Platinum		Prepared by:	K. sravani	
Report From / To	08-12-2019 to 14-12-2019		Approved by:	S.V.Subba Reddy	
Report Date	14-12-2019				
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#	
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\$	
11255	04-11-2019	1	Form boards	Delivered by Tuesday	
11306	23-11-2019	1	Wifi router	Delivered by Tuesday	
11316	28-11-2019	1	RO water plant capacity	Delivered by Tuesday	
11318	30-11-2019	2	UPS	Delivered by Wednesday	
11337	6-12-2019	2	Hand Gloves ,shoes	Delivered by Tuesday	
11345	10-12-2019	1	Safety shoe	Delivered by Tuesday	
11346	10-12-2019	4	Sheet board screw	Delivered by Tuesday	
No. of gate passes issued this week:			03	From No.	8088 To No. 8090
Delivery van site visit on: 1 st & 3 rd 5 th					
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					
DC register Sl. No. during the week		From No.	1344	Yes / No	
Items not ordered but received: Nil				To No.	1356
Items sent to HO /vendor that are pending for repair: Nil					
Other corrections & remarks: Nil					
Details		Project Manager	Admin Officer/Manager	Admin Audit	
Sign		SV.Subba Reddy	K.Sravani		
Date		14-12.2019	14.12.2019		

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

B. Nandani
14/12/19

Subba
14/12/19

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

Company:	ModiProperties pvt.ltd	Date:	21-12-2019	
Site:	Mayflower Platinum	Prepared by:	K.sravani	
Report From / To	15-12-2019to21-12-2019	Approved by:	S.V.Subba Reddy	
Report Date	21-12-2019			
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 [#]
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
11255	04-11-2019	1	Form boards	Delivered by Tuesday
11316	28-11-2019	1	RO water plant capacity	Delivered by Tuesday
11345	10-12-2019	1	Safety shoe	Delivered by Tuesday
11348	11-12-2019	1	MS L Angle door frams	Delivered by Tuesday
11350	11-12-2019	2	MS Aldrops,MS Tower bolts	Delivered by Thursday
11355	13-12-2019	1	Nylon rope	Delivered by Thursday
11353	12-12-2019	1	MS L Angle 3'	Delivered by Thursday
11356	13-12-2019	1	Manhole	Delivered by today
11358	13-12-2019	1	Vetrified tiles	Delivered by Thursday
11362	14-12-2019	1	MS Holepass	Delivered by Monday
11363	17-12-2019	1	Spacers	Delivered by Monday
11364	17-12-2019	1	Mastic pads	Delivered by Tuesday
11365	17-12-2019	10	Cleaning material	Delivered by Tuesday
11366	17-12-2019	5	Chalkpiece	Delivered by Tuesday
11367	17-12-2019	5	boxs files	Delivered by Tuesday
Gate pass issued in this week		5	From no	8092 to 8097
Delivery van site visit on:		18 th 19 th		

B. Nandish
21/12/19

21/12/19

Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No	
DC register Sl. No. during the week	From No.	1357	To No.	1386
Items not ordered but received: Nil				
Items sent to HO /vendor that are pending for repair: Nil				
Other corrections & remarks: Nil				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign	SV.Subba Reddy	K.Sravani		
Date	21-12.2019	21.12.2019		

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

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

Company:	ModiProperties pvt ltd	Date:	28-12-2019	
Site:	Mayflower Platinum	Prepared by:	K.sravani	
Report From / To	22-12-2019to28-12-2019	Approved by:	S.V.Subba Reddy	
Report Date	28-12-2019			
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 [#]
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 ^{\$}
11255	04-11-2019	1	Form boards	Delivered by Today
11316	28-11-2019	1	Ro eraction charges	Delivered by Tuesday
11348	11-12-19	1	L Angle door frames	Delivered by Tuesday
11355	13-12-2019	1	Nylon rope	Delivered by Monday
11358	13-12-2019	1	Vetrified tiles	Delivered by Thursday
11379	23-12-2019	1	Gunny bags	Delivered by Tuesday
11371	19-12-2019	1	Water proofing	Po to be issue
Gate pass issued in this week		7	From no	8098to 8100 to 13951to 13954
Delivery van site visit on:		22 nd , 23 rd , 27 th , 28 th		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No
DC register Sl. No. during the week	From No.	1386	To No.	13
Items not ordered but received: Nil				
Items sent to HO /vendor that are pending for repair: Nil				
Other corrections & remarks: Nil				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign	SV.Subba Reddy	K.Sravani		
Date	28-12-2019	28.12.2019		

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

B. K. Landert
06/01/2020

Subba
30/12/19