

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

Company:	ModiProperties pvt.ltd	Date:	04-01-2020	
Site:	Mayflower Platinum	Prepared by:	K.sravani	
Report From / To	28-12-2019 to 04-01-2020	Approved by:	S.V.Subba Reddy	
Report Date				
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 Monday
11348	11-12-19	1	L Angle door frames	Partially Delivered
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
11386	27-12-2019	1	2' surface mounted tube light	Partially Delivered
11391	28-12-2019	1	Fruit packing covers	Delivered by Monday
11393	30-12-2019	1	Spacers	Delivered by Tuesday
Gate pass issued in this week		09	From no	13955 to 13963
Delivery van site visit on:		30 th 2 nd		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No
DC register Sl. No. during the week	From No.	1405	To No.	1426
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	04-01-2020	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 rajkumari@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/quotation, Local purchase, For MDs approval/input, 8. \$ Suggested remarks - Ready

B. Subba Reddy
06/01/2020
Page 1 of 2

hsh
6/01/2020

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

Company:	ModiProperties pvt.ltd	Date:	11-01-2020	
Site:	Mayflower Platinum	Prepared by:	K.sravani	
Report From / To	4-01-2020 to 11-01-2020	Approved by:	S.V.Subba Reddy	
Report Date				
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
11371	19-12-2019	1	Water proofing	Po to be issue
11397	02-1-2020	1	Hold fast	Po to be issue
11399	02-01-2020	1	Mastic pads	Partially Delivered
11402	02-01-2020	1	Ms L angle 3'' length	Partially Delivered
11403	02-01-2020	4	Ms L Angle	Delivered by Monday
11405	02-01-2020	1	Ply wood Sheet	Delivered by Monday
11415	04-01-2020	1	Seioko brass long body taps	Partially Delivered
11416	04-01-2020	1	Isolators	Delivered by Tuesday
11417	06-01-2020	1	MS Stands stools	Delivered by Tuesday
11419	06-01-2020	2	Acids ,Lizol	Delivered by Tuesday
11421	06-01-2020	1	First aid box	Delivered by Tuesday
11422	06-01-2020	2	Ricoh refling, Hp lazer Zet	Po to be issue
11425	07-01-2020	1	Cpvc pipes	Delivered by tuesday
Gate pass issued in this week		08	From no	13964 to 13972

B. Nandini

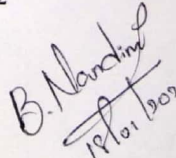
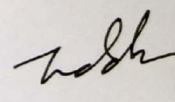
Delivery van site visit on:		4 th , 8 th	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			
DC register Sl. No. during the week		From No.	To No.
		1427	1450
Items not ordered but received: Nil			
Items sent to HO /vendor that are pending for repair: Nil			
Other corrections & remarks: Nil			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	SV.Subba Reddy	K.Sravani	
Date	11-01-2020	11-01-2020	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumari@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:	18-01-2020	
Site:	Mayflower Platinum	Prepared by:	K.sravani	
Report From / To	11-01-2020to18-01-2020	Approved by:	S.V.Subba Reddy	
Report Date				
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 ^{\$}
11367	17-12-2019	1	Flat files	Delivered by Tuesday
11371	19-12-2019	1	Water proofing	Po to be issue
11397	02-1-2020	1	Hold fast	Delivered by Monday
11399	02-01-2020	1	Mastic pads	Partially Delivered
11416	04-01-2020	1	Isolators	Delivered by Tuesday
11417	06-01-2020	1	MS Stands stools	Delivered by Monday
11418	06-01-2020	1	Blue sheet	Partially Delivered
11428	08-01-2020	1	Hording flexi	Po to be issue
Gate pass issued in this week		5	From no	13973 to 13978
Delivery van site visit on:		11 th , 13 th , 16 th		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No
DC register Sl. No. during the week	From No.	1453	To No.	1471
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	18-01-2020	18-01-2020		

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



18/01/2020

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

Company:	ModiProperties pvt.ltd		Date:	25-01-2020	
Site:	Mayflower Platinum		Prepared by:	K.sravani	
Report From / To	18-01-2020to25-01-2020		Approved by:	S.V.Subba Reddy	
Report Date					
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	
11371	19-12-2019	1	Water proofing	Po to be issue	
11417	06-01-2020	1	MS Stands stools	Delivered by Monday	
11432	18-01-2020	1	Hacksaw blade	Delivered by Tuesday	
11433	18-01-2020	5	Main door frames	Delivered by Tuesday	
11435	20-01-2020	2	Visting cards	Partially delivered	
11443	21-01-2020	1	Coffee powder	Delivered by Tuesday	
11444	21-10-2020	2	Liziol,hand wash	Delivered by Tuesday	
Gate pass issued in this week			5	From no	13979 to 13983
Delivery van site visit on:			18 th , 22 nd , 24 th		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No	
DC register Sl. No. during the week	From No.	1471	To No.	1490	
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	25-01-2020		2501-2020		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and 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. Nandini
25/01/2020

25/01/2020

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

Company:	ModiProperties pvt.ltd	Date:	01-02-2020	
Site:	Mayflower Platinum	Prepared by:	K.sravani	
Report From / To	25-01-2020to01-02-2020	Approved by:	S.V.Subba Reddy	
Report Date				
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 ²
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 ³
11371	19-12-2019	1	Water proofing	Po to be issue
11433	18-01-2020	5	Main door frames	Delivered by Tuesday
11435	20-01-2020	2	Visting cards	Partially delivered
11448	23.01.2020	1	Falsi ceiling designer	Delivered by Thursday
11449	25.01.2020	1	Water proofing	Rates to be finalized
11453	25.01.2020	1	Sub meter	Partially Delivered
11455	28.01.2020	1	CLC blocks	Po to be issue
11456	29.01.2020	1	Mastic pads	Partially Delivered
11458	29.01.2020	1	Grass Joint Pavers	Po to be issue
11459	30.01.2020	1	12mm thick play wood	Delivered by Thursday
Gate pass issued in this week		5	From no	13984 to 13990
Delivery van site visit on:				
25 th , 27 th , 29 th , 31 st				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No
DC register Sl. No. during the week	From No.	1491	To No.	1509
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	01-02-2020	01.02-2020		

B.N. Reddy
01/2/2020

Subba
01/02/2020

Prepared by:	Prabhakar				
Date:	Modi Properties Pvt Ltd-May flower platinum				
Site:	2020-02-08				
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					
11371	19.12.19	Water proofing	Rates to be approved by MD		
11435	20.1.20	Visiting cards	Promotions to follow up		
11448	23.1.20	Falce ceiling designer	Confirmation needed from site		
11449	25.1.20	Water proofing	PO issued to Anisha associates co ordinate with him		
11453	25.1.20	Sub meter	Today delivery		
11455	28.1.20	CLC Block	Delivered		
11456	29.1.20	Mastic pads	Partly delivered, pick up from SSLLP		
11458	29.1.20	Grass joint pavers	Supplier will delivers directly		
11459	30.1.20	12mm thick plywood	Delivered		
11462	31.1.20	scale, fevistick	Delivered		
11463	31.1.20	Barrel pump	Online purchase awaiting for delivery		
11464	31.1.20	PVC Pipes	Delivered		
11471	3.2.20	Cu multistand wire	Delivered		
11475	3.2.20	Spacers	Delivered		
11476	3.2.20	Router	Follow up with sunil system admin		
11479	5.2.20	Register	Admin to followup		
11480	5.2.20	MS L Angle	Delivered		

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

Company:	ModiProperties pvt.ltd	Date:	08-02-2020	
Site:	Mayflower Platinum	Prepared by:	K.sravani	
Report From / To	01-01-2020to08-02-2020	Approved by:	S.V.Subba Reddy	
Report Date				
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 ^{\$}
11371	19-12-2019	1	Water proofing	Po to be issue
11435	20-01-2020	2	Visting cards	Partially delivered
11448	23.01.2020	1	Falsi ceiling designer	Delivered by Thursday
11449	25.01.2020	1	Water proofing	Rates to be finalized
11454	28-01-2020	3	Templates	Partially Delivered
11458	29.01.2020	1	Grass Joint Pavers	Po to be issue
11462	31.1.2020	2	Scales ,fevstick	Partially Delivered
11463	31.01.2020	1	Barel Pump	Partially Delivered
11464	31.01.2020	12	Pvc pipes	Delivered by Tuesday
11471	03.02.2020	11	Cu multi stand wires	Delivered by Monday
11475	03.02.2020	1	Spacers	Partially Delivered
11476	03.02.2020	1	Router	Delivered by Thursday
11479	05.02.2020	6	Registers	Delivered by Tuesday
11480	05.02.2020	4	Ms L angle	Delivered by Tuesday

B. Nandini
08/02/2020

K. Sravani
08/02/2020

Gate pass issued in this week	5	From no	13991	to 13995
Delivery van site visit on:				
3 rd , 5 th , 7 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No			
DC register Sl. No. during the week	From No.	1510	To No.	1525
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	08-02-2020	08.02-2020		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumam@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:	15.02.2020	
Site:	Mayflower Platinum	Prepared by:	B.Nandini	
Report From / To	08.02.2020 to 14.02.2020	Approved by:	S.V.Subba Reddy	
Report Date	15.02.2020			
List of requisitions numbers missing in the report*:				
List of requisitions where PO/WO not prepared 3 working days after requisition:				
Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
11479	05.02.2020	06	Registers	PO to be Issued
11483	07.02.2020	01	PVC Beeding	PO to be Issued
11506	11.02.2020	01	Sandwich Aerocon Panel	Rates enquiry
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
11344	10.02.2020	1	Gatepass outward book	Partially Delivered
11369	10.12.2020	1	Binding wire	Monday Delivery
11371	19.12.2020	1	Water Proofing	Work in Progress
11448	23.01.2020	1	False ceiling Designer	Work in Progress
11449	25.01.2020	1	Water Proofing	Work in Progress
11454	28.01.2020	6	MS Z angle Templates	Partially Delivered
11458	29.01.2020	1	Grass Joint Pavers	Tuesday Delivery
11463	31.01.2020	1	Barrel Pump	Online Purchase
11487	07.02.2020	12	Tiles	Wednesday Delivery
11489	07.02.2020	2	Tiles	Wednesday Delivery
11497	10.02.2020	1	Recron	Partially Delivered
11498	10.02.2020	1	Phenyl	Partially Delivered

B. Nandini
15/02/2020

Subba Reddy
15/2/2020

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

Company:	ModiProperties pvt.ltd	Date:	22.02.2020	
Site:	Mayflower Platinum	Prepared by:	K.sravani	
Report From / To	15.02.2020 to 22.02.2020	Approved by:	S.V.Subba Reddy	
Report Date	22.02.2020			
List of requisitions numbers missing in the report*:				
List of requisitions where PO/WO not prepared 3 working days after requisition:				
Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
11479	05.02.2020	06	Registers	PO to be Issued
11483	07.02.2020	01	PVC Beeding	PO to be Issued
11506	11.02.2020	01	Sandwitch Aerocon Panel	Rates enquisry
11525	15.02.2020	01	Ms l angle 3/4"	Po to be issued
11527	15.02.2020	01	Electronic Weighing machine	Po to be issued
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
11344	10.02.2020	1	Gatepass outward book	Partially Delivered
11361	10.12.2020	1	Binding wire	Partially Delivered
11371	19.12.2020	1	Water Proofing	Work in Progress
11448	23.01.2020	1	False ceiling Designer	Work in Progress
11449	25.01.2020	1	Water Proofing	Work in Progress
11454	28.01.2020	6	MS Z angle Templates	Partially Delivered
11458	29.01.2020	1	Grass Joint Pavers	Partially Delivery
11483	07-02-2020	1	Pvc beeding	Wednesday delivered
11487	07.02.2020	12	Tiles	Wednesday Delivery
11489	07.02.2020	2	Tiles	Wednesday Delivery

B. Nandini
24/02/2020

24/04/2020

11501	11.02.2020	2	Tiles	Wednesday Delivery			
11502	11.02.2020	1	Gunny bags	Partially Delivered			
11504	11.02.2020	1	Epoxy concrete bond chemical	Monday Delivery			
11507	11.02.2020	1	Shahabad Stones	Wednesday Delivery			
11508	12.02.2020	1	Flat files	Tuesday Delivery			
11511	12.02.2020	6	Tiles	Wednesday Delivery			
11522	15.02.2020	15	Pvc pipe	Partially delivered			
11533	18-02-2020	9	Templates	Partially Delivered			
11535	19.02.2020	2	Spongs ,Gi Buckets	Partially Delivered			
11536	19.02.2020	1	Plastic Drums	Partially Delivered			
11538	20.02.2020	2	Black Granite	Delivered by Tuesday			
Gate pass issued in this week			4	From no	14000	to	8551&8552
Delivery van site visit on:			15 th ,17 th ,18 th ,19 th 20 th 21 st ,				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?						Yes / No	
DC register Sl. No. during the week		From No.	1556			To No.	1582
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		21.02.2020		21.02.2020			

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

05/03/2020

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

Company:	ModiProperties pvt.ltd		Date:	29.02.2020
Site:	Mayflower Platinum		Prepared by:	K.sravani
Report From / To	22.02.2020 to 29.02.2020		Approved by:	S.V.Subba Reddy
Report Date	29.02.2020			
List of requisitions numbers missing in the report*:				
List of requisitions where PO/WO not prepared 3 working days after requisition:				
Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO [#]
11506	11.02.2020	01	Sandwitch Aerocon Panel	Rates enquiry
11527	15.02.2020	01	Electronic Weighing machine	Po to be issued
11534	19.02.2020	03	AC with cordless remote	Po to be issues
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 ^{\$}
11344	10.02.2020	1	Gatepass outward book	Partially Delivered
11361	10.12.2020	1	Binding wire	Partially Delivered
11371	19.12.2020	1	Water Proofing	Work in Progress
11448	23.01.2020	1	False ceiling Designer	Work in Progress
11449	25.01.2020	1	Water Proofing	Work in Progress
11454	28.01.2020	6	MS Z angle Templates	Partially Delivered
11458	29.01.2020	1	Grass Joint Pavers	Delivered by Tuesday
11483	07-02-2020	1	Pvc beeding	Wednesday delivered
11487	07.02.2020	12	Tiles	Wednesday Delivery
11489	07.02.2020	2	Tiles	Wednesday Delivery
11501	11.02.2020	2	Tiles	Wednesday Delivery

Handwritten signature
29/2/2020

11508	12.02.2020	1	Flat files	Tuesday Delivery			
11511	12.02.2020	6	Tiles	Wednesday Delivery			
11515	14.02.2020	1	Curb stone	Partially delivery			
11522	15.02.2020	15	Pvc pipe	Partially delivered			
11533	18-02-2020	9	Templates	Delivered by Monday			
11537	20.02.2020	1	4' tube lights	Delivered by Monday			
11538	20.02.2020	2	Black Granite	Delivered by Tuesday			
11540	25.02.2020	1	Cube moulds	Delivered by Tuesday			
11543	26.02.2020	1	Sub meters	Delivered by Tuesday			
11544	26.02.2020	3	Wooden boxes, power pluge ,	Delivered by Monday			
11545	26.02.2020	1	Mastic pads	Delivered by Monday			
Gate pass issued in this week			2	From no	8553	to	8554
Delivery van site visit on:			24 th 25 th 26 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.	1583	To No.		1604
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		29.02.2020		29.02.2020			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and 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:	07.03.2020	
Site:	Mayflower Platinum	Prepared by:	K.sravani	
Report From / To	01.03.2020 to 07.03.2020	Approved by:	S.V.Subba Reddy	
Report Date	07.03.2020			
List of requisitions numbers missing in the report*:				
List of requisitions where PO/WO not prepared 3 working days after requisition:				
Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
11506	11.02.2020	01	Sandwitch Aerocon Panel	Rates enquiry
11527	15.02.2020	01	Electronic Weighing machine	Po to be issued
11534	19.02.2020	03	AC with cordless remote	Po to be issues
11550	27.02.2020	1	From boards	Po to be issues
11556	27.02.2020	10	VRF Ac line	Po to be issues
11557	27.02.2020	10	VRF Ac line	Po to be issues
11563	28-02-2020	4	Hings, lock patti,	Po to be issue
11564	28-02-2020	5	Round pipe, sq rod	Po to issue
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:				
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^s
11344	10.02.2020	1	Gatepass outward book	Partially Delivered
11361	10.12.2020	1	Binding wire	Partially Delivered
11371	19.12.2020	1	Water Proofing	Work in Progress
11448	23.01.2020	1	False ceiling Designer	Work in Progress
11449	25.01.2020	1	Water Proofing	Work in Progress
11454	28.01.2020	6	MS Z angle Templates	Partially Delivered
11458	29.01.2020	1	Grass Joint Pavers	Delivered by Tuesday
11487	07.02.2020	12	Tiles	Wednesday Delivery

K. Sravani
09/03/2020

Reddy

11489	07.02.2020	2	Tiles	Wednesday Delivery
11501	11.02.2020	2	Tiles	Wednesday Delivery
11511	12.02.2020	6	Tiles	Wednesday Delivery
11515	14.02.2020	1	Curb stone	Partially delivery
11521	15.02.2020	4	Cpvc pipes	Partially delivered
11533	18-02-2020	9	Templates	Delivered by Monday
11538	20.02.2020	2	Black Granite	Delivered by Tuesday
11551	27.02.2020	1	Steel Grey Granite	Delivered by Tuesday
11553	27.02.2020	8	Grills	Delivered by Tuesday
11559	28.02.2020	11	Sliding window s	Delivered by Monday
11561	02.03.2020	3	Doors	Delivered by Tuesday
11562	28.02.2020	4	Ms l angle brackets	Delivered by Monday
11566	28.02.2020	1	Shahbad stone	Delivered by Tuesday
11567	02.03.2020	2	Janata paste	Delivered by Monday
11568	02.03.2020	1	3-phase staters	Delivered by Tuesday
11569	03-03-2020	1	Spacers	Delivered by today
11570	03-03-2020	1	Flat files	Partially delivered
11571	04.03.2020	14	Pastic gampa	Delivered by Monday
11572	04.03.2020	1	Hold fast	Delivered by Monday
11573	04-03-2020	2	Blue sheet covers	Delivered by Monday

11574	04.03.2020	3	Key chains		Delivered by Monday		
Gate pass issued in this week		1	From no	8555	to	8555	
Delivery van site visit on:		29 th , 2 nd , 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.	1605	To No.	1628		
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	07.03.2020		07.03.2020				

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumam@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:	07.03.2020	
Site:	Mayflower Platinum	Prepared by:	K.sravani	
Report From / To	19.12.2020 to 07.03.2020	Approved by:	S.V.Subba Reddy	
Report Date	07.03.2020			
List of requisitions numbers missing in the report*:				
List of requisitions where PO/WO not prepared 3 working days after requisition:				
Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO [#]
11506	11.02.2020	01	Sandwitch Aerocon Panel	Rates enquiry
11527	15.02.2020	01	Electronic Weighing machine	Po to be issued
11534	19.02.2020	03	AC with cordless remote	Po to be issues
11550	27.02.2020	1	From boards	Po to be issues
11556	27.02.2020	10	VRF Ac line	Po to be issues
11557	27.02.2020	10	VRF Ac line	Po to be issues
11563	28-02-2020	4	Hings, lock patti,	Po to be issue
11564	28-02-2020	5	Round pipe, sq rod	Po to issue
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:				
Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^s
11344	10.02.2020	1	Gatepass outward book	Partially Delivered
11361	10.12.2020	1	Binding wire	Partially Delivered
11371	19.12.2020	1	Water Proofing	Work in Progress
11448	23.01.2020	1	False ceiling Designer	Work in Progress
11449	25.01.2020	1	Water Proofing	Work in Progress
11454	28.01.2020	6	MS Z angle Templates	Partially Delivered
11458	29.01.2020	1	Grass Joint Pavers	Delivered by Tuesday
11487	07.02.2020	12	Tiles	Wednesday Delivery

K. Sravani

7/03/2020

11489	07.02.2020	2	Tiles	Wednesday Delivery
11501	11.02.2020	2	Tiles	Wednesday Delivery
11511	12.02.2020	6	Tiles	Wednesday Delivery
11515	14.02.2020	1	Curb stone	Partially delivery
11521	15.02.2020	4	Cpvc pipes	Partially delivered
11533	18-02-2020	9	Templates	Delivered by Monday
11538	20.02.2020	2	Black Granite	Delivered by Tuesday
11551	27.02.2020	1	Steel Grey Granite	Delivered by Tuesday
11553	27.02.2020	8	Grills	Delivered by Tuesday
11559	28.02.2020	11	Sliding window s	Delivered by Monday
11561	02.03.2020	3	Doors	Delivered by Tuesday
11562	28.02.2020	4	Ms l angle brackets	Delivered by Monday
11566	28.02.2020	1	Shahbad stone	Delivered by Tuesday
11567	02.03.2020	2	Janata paste	Delivered by Monday
11568	02.03.2020	1	3-phase staters	Delivered by Tuesday
11569	03-03-2020	1	Spacers	Delivered by today
11570	03-03-2020	1	Flat files	Partially delivered
11571	04.03.2020	14	Pastic gampa	Delivered by Monday
11572	04.03.2020	1	Hold fast	Delivered by Monday
11573	04-03-2020	2	Blue sheet covers	Delivered by Monday

11574	04.03.2020	3	Key chains		Delivered by Monday	
Gate pass issued in this week			1	From no	8555	to 8555
Delivery van site visit on:			29 th , 2 nd 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.	1605		To No.	1628
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		07.03.2020		07.03.2020		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and 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:	14.03.2020
Site:	Mayflower Platinum	Prepared by:	K. sravani
Report From / To	07.03.2020 to 14.03.2020	Approved by:	S. V. Subba Reddy
Report Date	14.03.2020		

List of requisitions numbers missing in the report*:

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

Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO [#]
11506	11.02.2020	01	Sandwitch Aerocon Panel	Rates enquiry
11534	19.02.2020	03	AC with cordless remote	Hold till copper piping complence
11556	27.02.2020	10	VRF Ac line	Po to be issues
11557	27.02.2020	10	VRF Ac line	Po to be issues

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
11371	19.12.2020	1	Water Proofing	Work in Progress
11448	23.01.2020	1	False ceiling Designer	Work in Progress
11449	25.01.2020	1	Water Proofing	Work in Progress
11454	28.01.2020	6	MS Z angle Templates	Partially Delivered
11458	29.01.2020	1	Grass Joint Pavers	Partially Delivered
11515	14.02.2020	1	Curb stone	Partially delivery
11521	15.02.2020	4	Cpvc pipes	Partially delivered
11533	18-02-2020	9	Templates	Delivered by Monday
11538	20.02.2020	2	Black Granite	Delivered by Tuesday
11553	27.02.2020	8	Grills	Delivered by Tuesday

B. Lakshmi
14/03/2020

Page 1 of 3

K. sravani
14/3/2020

11559	28.02.2020	11	Sliding window s	Delivered by Monday
11561	02.03.2020	3	Doors	Delivered by Tuesday
11562	28.02.2020	4	Ms l angle brackets	Delivered by Monday
11564	28.02.2020	4	MS round pipe	Delivered by Monday
11565	28.02.2020	1	Sq rod	Delivered by Monday
11566	28.02.2020	1	Shahbad stone	Delivered by Tuesday
+				
11570	03-03-2020	1	Flat files	Partially delivered
11576	06-03-2020	1	MS stools	Delivered by Monday
11577	06.03.2020	1	Cpvc reducer tee	Delivered by Monday
11578	06.03.2020	1	Pvc reducer tee	Delivered by Monday
11579	06.03.2020	1	Pvc end cap	Delivered by Monday
11582	07.03.2020	1	Spacers	Delivered by Monday
11584	07.03.2020	1	LED WIPRO light	Delivered by Monday
11586	09.03.2020	1	PVC bedding	Delivered by Monday
11588	09.03.2020	1	Isolators wipro	Delivered by Monday
11591	09.03.2020	2	Wipro granet	Delivered by Thursday
11592	11.03.2020	19	Mcb amps	Delivered by Monday
11594	11.03.2020	2	Submeters	Delivered by Tuesday
Gate pass issued in this week			2	From no 8557 to 8558
Delivery van site visit on:			9 th , 10 th , 12 th ,	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No

Register Sl. No. during the week	From No.	1628	To No.	1655
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	14.03.2020	14.03.2020		

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

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

Company:	ModiProperties pvt.ltd	Date:	14.03.2020	
Site:	Mayflower Platinum	Prepared by:	K.sravani	
Report From / To	07.03.2020 to 14.03.2020	Approved by:	S.V.Subba Reddy	
Report Date	14.03.2020			
List of requisitions numbers missing in the report*:				
List of requisitions where PO/WO not prepared 3 working days after requisition:				
Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO [#]
11506	11.02.2020	01	Sandwitch Aerocon Panel	Rates enquiry
11534	19.02.2020	03	AC with cordless remote	Hold till copper piping complence
11556	27.02.2020	10	VRF Ac line	Po to be issues
11557	27.02.2020	10	VRF Ac line	Po to be issues
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
11371	19.12.2020	1	Water Proofing	Work in Progress
11448	23.01.2020	1	False ceiling Designer	Work in Progress
11449	25.01.2020	1	Water Proofing	Work in Progress
11454	28.01.2020	6	MS Z angle Templates	Today Delivered
11458	29.01.2020	1	Grass Joint Pavers	Hold due to work at site in progress
11515	14.02.2020	1	Curb stone	Hold due to work at site is in progress
11521	15.02.2020	4	Cpvc MATB 3/4'x1/2'	No stock at supplier
11553	27.02.2020	8	Grills	Delivered by Tuesday
11559	28.02.2020	11	Sliding window s	Today we start the work at site
11561	02.03.2020	3	Doors frames with threshold	Today deliverd

K. Sravani
18/3/2020

Subba Reddy
18/3/2020

11562	28.02.2020	4	Ms l angle brackets	Today deliversd
11577	06.03..2020	1	Cpvc reducer 3/4'x1/2' curing purpose	No stock at supplier
11592	11.03.2020	2	Modular socket 6A,16A	No stock at supplier
Gate pass issued in this week		2	From no	8557 to 8558
Delivery van site visit on:		9 th ,10 th ,12 th		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No
DC register Sl. No. during the week	From No.	1628	To No.	1655
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	14.03.2020	14.03.2020		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and 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:	21.03.2020
Site:	Mayflower Platinum	Prepared by:	K. sravani
Report From / To	14.03.2020 to 21.03.2020	Approved by:	S. V. Subba Reddy
Report Date	21.03.2020		

List of requisitions numbers missing in the report*:

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

Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO ⁴
11506	11.02.2020	01	Sandwich Aerocon Panel	Rates enquiry
11597	14-03-2020	3	Executive bags	Online purchase
11605	17.03.2020	5	Wall hang	Po to be issues
11606	17.03.2020		Wall mixture	Po to be issues

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
11458	29.01.2020	1	Grass Joint Pavers	Hold due to work at site in progress
11515	14.02.2020	1	Curb stone	Hold due to work at site is in progress
11533	18-02-2020	4	Templates	No stock at supplier
11559	28.02.2020	2	Sliding window s	Partially delivered
11576	06.03.2020	01	Ms stool	No stock at supplier
11589	09-03-2020	01	Binding wire	Delivered by Monday
11596	14.03.2020	01	Flat files	Delivered by Tuesday
11598	14.03.2020	2	Safety shoes	Today delivered
11599	16.03.2020		Cpvc pipe	Delivered by Monday
- 11608	17.03.2020	1	Form board [no entry for visitors]	Delivered by Monday

K. Sravani
21/3/2020 *hold* 21/3/2020

18.03.2020	2	Wipro -granet wave	Not delivered	
Gate pass issued in this week				
1	From no	8559	to	8599
Delivery van site visit on:		16 th , 18 th 19 th		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No	
DC register Sl. No. during the week	From No.	1656	To No.	1692
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	21.03.2020	21.03.2020		

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

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

Company:	ModiProperties pvt.ltd	Date:	09.05.2020	
Site:	Mayflower Platinum	Prepared by:	K.sravani	
Report From / To	21.03.2020 to 09.05.2020	Approved by:	S.V.Subba Reddy	
Report Date	09.005.2020			
List of requisitions numbers missing in the report*:				
List of requisitions where PO/WO not prepared 3 working days after requisition:				
Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO [#]
11597	14-03-2020	3	Executive bags	Online purchase
11605	17.03.2020	5	Wall hang	Po to be issues
11607	17.03.2020		Wall mixture	Po to be issues
11616	19.03.2020		Shahbad stone	Po to be issues
11629	04.05.2020		Arms MCB	Po to be issues
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
11458	29.01.2020	1	Grass Joint Pavers	Hold due to work at site in progress
11515	14.02.2020	1	Curb stone	Hold due to work at site is in progress
11576	06.03.2020	01	Ms stool	Delivered by Monday
11589	09-03-2020	01	Binding wire	Delivered by Monday
11596	14.03.2020	1	Flat files	Delivered by Monday
11598	14.03.2020	2	Safety shoes	Delivered by Monday
11599	16.03.2020		Cpvc pipe	Delivered by Monday
11601	16.03.2020	2	Lappam patti	Delivered by Monday
11608	17.03.2020	1	Form board [no entry for visitors]	Delivered by Monday
11610	18.03.2020	2	Wipro -granet wave	Partially Delivered

B. Nandini
9/5/2020

with 9/5/2020

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

Company:	ModiProperties pvt.ltd	Date:	13.05.2020	
Site:	Mayflower Platinum	Prepared by:	B.Nandini	
Report From / To	03.05.2020 to 13.05.2020	Approved by:	S.V.Subba Reddy	
Report Date	13.05.2020			
List of requisitions numbers missing in the report*:				
List of requisitions where PO/WO not prepared 3 working days after requisition:				
Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
11629	04.05.2020	19	MCB	Po to be Issued
11630	04.05.2020	1	Inwall tank	Po to be Issued
11636	06.05.2020	7	Designer curtain rods	Po to be Issued
11637	06.05.2020	8	Designer curtains	Po to be Issued
11639	07.05.2020	17	Bombay brooms	Po to be Issued
11640	07.05.2020	1	Coffee power	Po to be Issued
11641	07.05.2020	2	Gova Rope	Po to be Issued
11646	09.05.2020	4	6 Amps switches	Po to be Issued
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
11628	03.05.2020	1	Gloves	No stock at SLLP
11631	05.05.2020	1	Labour helmets	Stock available at SLLP delivery by thursday
11633	05.05.2020	11	PVC pipe	Material available at supplier delievery by thursday
11634	06.05.2020	4	Areca Palm plants	Supplier Number not reachable
11635	06.05.2020	1	MS sheets	Delivery by Thursday
11642	09.05.2020	7	Blue pens	Stock available at SLLP delivery by thursday
11644	09.05.2020	3	SS screws	Stock available at SLLP delivery by thursday

B.Nandini
13/05/2020

20/5/2020

11645	09.05.2020	2	Tubelights	Stock available at SSSLP delivery by thursday			
11647	09.05.2020	12	CU multistand wires	Stock available at SSSLP delivery by thursday			
Gate pass issued in this week			1	From no	1806	to	1806
Delivery van site visit on:			5 th 7 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes / No		
DC register Sl. No. during the week		From No.	1713		To No.	1723	
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		13.05.2020		13.05.2020			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and 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:	16.05.2020	
Site:	Mayflower Platinum	Prepared by:	K.sravani	
Report From / To	01.05.2020 to 16.05.2020	Approved by:	S.V.Subba Reddy	
Report Date	09.05.2020			
List of requisitions numbers missing in the report*:				
List of requisitions where PO/WO not prepared 3 working days after requisition:				
Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO [#]
11629	04.05.2020		Arms MCB	Po to be issues
11630	04.05.2020	2	Inwall tanks	Po to be issues
11636	06.05.2020	07	Curtain rods	Po to be issues
11637	06.05.2020	08	Curtains	Po to be issues
11638	07.05.2020	01	RMC	Po to be issues
11639	07.05.2020	17	Bombay brooms	Po to be issues
11640	07.05.2020	1	Coffee powder	Po to be issues
11641	07.05.2020	2	Gova rope	Po to be issues
11652	11.05.2020	5	Curing pipe	Po to be issues
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
11633	05.05.2020	3	Distribution boards	Delivered by Thursday
11634	06.05.2020	4	Plants	Delivered by Tuesday
11635	06.05.2020	03	Ms sheets	Delivered by Monday
11642	09.05.2020	1	Pens	Partially delivered
11644	09.05.2020	1	Rod cutting wheel	Delivered by Monday
11650	11.05.2020	4	Wall hang Wc	Delivered by Monday
Gate pass issued in this week		1	From no	1807 to 1808
Delivery van site visit on:		14 th , 15 th		

B. Nandini
16/5/2020

Subba Reddy
16/5/2020

Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No	
DC register Sl. No. during the week	From No.	1724	To No.	1726
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	16.05.2020	16.03.2020		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and 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:	23 .05.2020
Site:	Mayflower Platinum	Prepared by:	K.sravani
Report From / To	16.05.2020 to 23.05.2020	Approved by:	S.V.Subba Reddy
Report Date	23.05.2020		

List of requisitions numbers missing in the report*:

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

Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO [#]
11636	06-05-2020	7	Curtain rod	Catalog to show to MD
11637	06-05-2020	8	Design curtains	Rates enquiry
11654	12-05-2020	2	Cement jalli	Po to be issue
11655	12-05-2020	1	Executive bags	Po to be issue
11656	12-05-2020	1	Flat files	Po to be issue
11661	13-05-2020	1	Wipro Garnet Wave	Po to be issue
111674	19-05-2020	2	Sliding windows	Po to be issue

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier ^s
11630	20-5-2020	1	Concealed flush tank	Delivered by Monday
11633	05-05-2020	3	2,6,8 Way metal boxs	NO stock at supplier
11639	07-05-2020	3	Hand wash,paper	Partially delivered
11642	09-05-2020	1	Blue pens	Delivered by Monday
11648	11-05-2020	3	Checkered tiles	Partially Delivered
11652	20-05-2020	1	Curing pipe	Delivered by Monday
11657	12-05-2020	1	MS Stool	Delivered by Monday
11666	18-05-2020	2	Wall basin	Delivered by Thursday
11667	18-05-2020		Shahbad stone	Delivered by Thursday



Handwritten signatures and dates:
 23/5/2020
 B. N. Lakshmi
 23/5/2020

11669	18-05-2020	1	Epson printer ink	Partially delivered
11671	18-05-2020	1	Clamshell cards	Partially delivered
11673	19-05-2020	1	White cement	Delivered by Monday
Gate pass issued in this week			1	From no 1809 to 1814
Delivery van site visit on:			18 th , 19 th , 20 th , 22 nd ,	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No
DC register Sl. No. during the week	From No.	1727	To No.	1760
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	23.05.2020	23.05.2020		

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



BN Nandini
23/05/2020

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2022/9/6

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

Company:	ModiProperties pvt.ltd	Date:	06.06.2020
Site:	Mayflower Platinum	Prepared by:	K.sravani
Report From / To	30.05.2020 to 06.05.2020	Approved by:	S.V.Subba Reddy
Report Date	06.06.2020		

List of requisitions numbers missing in the report*:

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

Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO*
11636	06-05-2020	7	Curtain rod	Catalog to show to MD
11637	06-05-2020	8	Design curtains	Rates enquiry <i>Cancelled by MD</i>
11678	20-05-2020	1	Slump cone instrument	<i>67992</i> Online purchase <i>By SGLP</i>
11699	28-05-2020	3	Changeover automatic ✓	Po to be issue
11700	27-05-2020	4	Kitchen units	Draft to be prepare <i>67847</i>
11701	27-05-2020	5	Wall units ,kitchen units	Draft to be prepare <i>67848</i>
11707	02-06-2020	1	SBD ABS soap	Online purchase
11709	02-06-2020	6	Site office with arrow	Po to be issue
11710	02-06-2020	8	Main door beeding ✓	Po to be issue <i>67712</i>
11711	02-06-2020	1	Grills ✓	Po to be issue <i>67808</i>

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*
11648	11-05-2020	3	Checkered tiles	Partially Delivered <i>working under pr.</i>
11652	20-05-2020	1	Curing pipe	Partially delivered ✓
11657	12-05-2020	1	MS Stool	Partially delivered ✓
11669	18-05-2020	1	Epson printer ink	Partially delivered
11671	18-05-2020	1	Clamshell cards	Partially delivered <i>Saturday</i>
11677	20-05-200		Cpvc pipe	Partially delivered <i>solution</i>

B.Nandini
6/6/2020

20/6/2020

11679	20-05-2020		Pvc pipes	Partially delivered
11685	22-05-2020	1	Glass partition	Delivered by Tuesday
11689	23-05-2020	7	Template	Delivered by Monday
11696	28-05-2020	1	Spacers	Partially delivered
11708	02-06-2020	1	Sq pipe 20ft length	Delivered by Monday
Gate pass issued in this week			1	From no 1818 to 1821
Delivery van site visit on:			2 nd , 3 rd	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes / No
DC register Sl. No. during the week		From No.	1783	To No. 1797
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	06.06.2020		06.06.2020	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and 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:	30.05.2020
Site:	Mayflower Platinum	Prepared by:	K.sravani
Report From / To	23.05.2020 to 30.05.2020	Approved by:	S.V.Subba Reddy
Report Date	30.05.2020		

List of requisitions numbers missing in the report*:

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

Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO*
11636	06-05-2020	7	Curtain rod	Catalog to show to MD
11637	06-05-2020	8	Design curtains	Rates enquiry
11661	13-05-2020	1	Wipro Garnet Wave	Po to be issue
11684	22-05-2020	1	Buffing machine	Po to be issue
11685	22-05-2020	1	Glass partition	Po to be issue
11686	22-05-2020		Main doors	Po to be issue

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier*
11648	11-05-2020	3	Checkered tiles	Partially Delivered
11652	20-05-2020	1	Curing pipe	Delivered by Monday
11657	12-05-2020	1	MS Stool	Delivered by Monday
11669	18-05-2020	1	Epson printer ink	Partially delivered
11671	18-05-2020	1	Clamshell cards	Partially delivered
11677	20-05-200		Cpvc pipe	No stock at supplier
11679	20-05-2020		Pvc pipes	Partially delivered
11682	20-05-2020	2	Roller blinds	Delivered by Tuesday
11687	22-05-2020	1	Ms L angle	Delivered by Tuesday
11688	22-05-2020	4	Ms l angle bracket	Delivered by Monday

*B. Narasimha
01/06/2020*

*Wash
01/06/2020*

11689	23-05-2020	7	Template	Delivered by Monday	4 to 5 days Stock will be available	
Gate pass issued in this week			1	From no	1809	to 1814
Delivery van site visit on:			24 th , 26 th , 28 th , 30 th			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes / No	
DC register Sl. No. during the week		From No.	1761	To No.	1782	
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		30.05.2020		30.03.2020		

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

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

Company:	ModiProperties pvt.ltd	Date:	13.06.2020
Site:	Mayflower Platinum	Prepared by:	K.sravani
Report From / To	06.06.2020 to 13.05.2020	Approved by:	S.V.Subba Reddy
Report Date	13.06.2020		

List of requisitions numbers missing in the report*:

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

Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO [#]
11636	06-05-2020	7	Curtain rods	Catalog to show to MD
11700	27-05-2020	1	Kitchen units ,wall units	Delivered by Tuesday
11701	27-05-2020	5	Wall units ,kitchen units	Delivered by Thursday
11655	12-05-2020	1	Executive bags	Online purchase
11707	02-06-2020	1	SBD ABS soap dispenser	Online purchase
11694	27-05-2020	2	Camera battry, memory card	Online purchase

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
11671	18-05-2020	1	Clamshell cards	Delivered by Monday
11677	20-05-200		pvc pipe	Partially delivered
11685	22-05-2020	1	Glass partition	Delivered by Tuesday
11692	26-05-2020	8	Templates	Delivered today
11714	05-06-2020	2	Sanitizers, Gampas	No stock at supplier
11718	05-06-2020	02	Safety nets	Delivered by Monday
11719	08-06-2020	2	Roller blinds	Delivered by Monday
11720	10-06-2020	01	Submerible seewage cutter pump	Dellivered by Monday

Sravani
13/6/2020 *hsh* *13/6/2020*

Gate pass issued in this week		From no		to	
Delivery van site visit on:	6 th 9 th 12 th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
DC register Sl. No. during the week	From No.	1798	To No.	1821	
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	13.06.2020	13.06.2020			

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