			1	<u> </u>	T
Prepared by:		T.D. Murthy	<u> </u>		<b>†</b>
Date:		4/6/2020	)		<del> </del>
Site:		Modi Realty Mallapur LLP - GMR		Date	
Requisition	Requisition				If material is not
No	Date	Material Descscription	D I W D I	Material	delivered - is dela
68285		Syntax Box	Purchase Manager - Remarks PO issued no. 67278	delivered?	justified?
68152		Cement blocks			<u> </u>
68234	19/02/20		As per request of Project Manager Promotions to follow up.		ļ
68274	11/05/20		Delivered, DC no. 9376, dtd.19/05/2020		<u> </u>
68275		Cleaning Brush			ļ
68281		Door Frames	Stock at SSLLP, collect from stores  Delivered.		ļ
68284		Tube lights	Stock at SSLLP, collect from stores		
68288		MS Pipes			
68289	16/05/20	Electrical items	Cancelled.		
68296		Indian WC	Delivered, DC no. 9513, dtd. 01/06/2020		
00270	23/03/20	indian wC	Stock ready with the supplier, Please collect it.		
			<u>                                     </u>		
		0			
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		1 / 16/10			
		- 19/10/			
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	<u>†</u>				

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

Company:		Modir	ealty N	Aollonu	. IID	D	latai		22.05.202	0	٦
			odi realty Mallapur Li Ilmohar residency						23.05.2020		_
		2020 to 30.05.2020			Prepared by:		3	A.Sravani		4	
To 24.03.2		2020 10 30.03.2020		.2020	Approved by:			Ram Prasad			
Report Dat	e	30.05.2	2020			+					-
List of requisitions numbers missing in					the ren	ort*	•				-
List of requ	isition	s where	DO/W	O not :	me rep	4.2	alrina dar	6 .			
Req No.	Pac	Date	where PO/WO not prepared 3 working days after requisition: Date S.no Item Description Reason for not preparing								4
•					•		Reason for not preparing PO/WO#				
	68285   16.05.2020   3		Syntax Box		PO/WO# PO pending from purchase team		228.				
List of requ	iisition	s where	PO/W	O is pr	epared :	and	items have i	not be	en received	at site beyond	1
the lead tim	ne:			-							
Req No.	Rec	1 Date	Serial no		Item Description		Details of discussion with		1		
)			of it	em in	1		supplier <sup>\$</sup>				
			R	eq.					• • • • • • • • • • • • • • • • • • • •		
68152	26.10	0.19	1		Ceme	ent b	olocks	Ası	per site requ	irement we	1
						16"x8"x6"		receiving (pending -1100)			
68234	19.02	2.20	4		Flat Files			Next week will be delivery			
68274	8274 11.05.2020 3			Dettol		P.O No-67121 . Next week delivery.			115/20		
									1		
68275	11.05	5.2020	3		Clean	Cleaning Brush		P.O	No-67120	(no stock at	1
								sslp	)	, J	6.
68281	13.05	5.2020	1-3		Door	Door frames		PO No - 67217 .next week delivery			Delivued
					The state of the second section of the second sections of the second section sections of the second section sections of the second section section section sections of the second section section section sections of the section section section section sections of the section sect		delivery Daniasun 7 1)			1)0/	
68284	13.05	5.2020	1-2		Tube lights				. next week	1	
							delivery			_	
68288	16.05	5.2020	1		MS Pipes		Hold by Ram prasad Eng _ (			au celled.	
68289	16.05	5.2020	1,2,3	,4,6,7,	PVC pipe, Junction		PO no - 67228 . No stock at				
			11 &		box, e		,		LP.	9513-	1/6/20
68296	23.05	5.2020	1		Indian		C	_	A CONTRACTOR AND ADDRESS OF THE ADDR	Next Week	rang.
								1	very.	maple &	mila 1
No. of gate	passes	issued t	his we	ek:	Nil		From No.	ni		lo. nil	
Delivery va					26.05.20(Tuesday),28.05.2020(Thursday),						
							Saturday).	.05.20	20(11141541	<i>xy</i> ),	
Inward repo	ort (MF	N/other	:) & sto	ock ren		_	in pdf form	at to		Yes	
purchase?	Λ.		# 45 Edi			•	- r 101111				7
DC register Sl. No. during the From			No. 726			To No.	740				
week			,20		10110.	, 10					
Items not or	rdered	but rece	ived: n	il					1		
Items sent to					ng for re	epai	r: nil				
Other correct				1	3 - 5 - 1	- F					
Details Project Manager Admin Admin Audit											
			J	8		1					į.

	Officer/Manager	
Sign		
Date		

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