ID: 71163993995
PWD: 8NtMdY.

Prepared by:		T.D. Murthy			
Date:		19/06/2020			
Site:		Modi Realty Mallapur LLP - GMR		Date	
Requisition No	Requisition Date	Material Descscription	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
68298	30/05/20	Binding Wire	PO to be issue		
68300	02/06/20	Liquid Soap Dispenser	Online Purchase		
68152	26/10/20	Cement Blocks - 6"	As per request of Project Manager		
68285	16/05/20	Syntax Box	Monday delivery		
68291	18/05/20	Clamshell Cards	Monday delivery		
68294	22/05/20	Base Saddles	Delivered, DC no. 41, dtd. 13/06/2020		
68299	30/05/20	Stationery Materials	Delivered, DC no. 9781, dtd. 13/06/2020		
68302	03/06/20	Flat Files	Promotion Dept. to Follow up.		
68303	04/06/20	Generator Logbook	Admin. Dept to Follow up.		
68306	06/06/20	MS L Angles	Delivered, DC no. 268, dtd. 16/06/2020		
68307	08/06/20	Coffee Powder	Delivered, DC no. 115, dtd. 16/06/2020		
68308	08/06/20	Templates	Stock at SSLLP, pick it up from stores		

T.D. Murthy
19/06/20

<u>Remarks from site on the 'Requisition by Site Report' of purchase division</u>

Company:	Modi realty Mallapur LLP	Date:	13.06.2020
Site:	Gulmohar residency	Prepared by:	A.Sravani
Report From / To	07.06.2020 to 13.06.2020	Approved by:	Ram Prasad
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	S.no	Item Description	Reason for not preparing PO/WO#
68298	30.05.2020	8	Binding wire	Pending from purchase team .
68300	06.06.2020	1	Liquid soap dispenser	Pending from purchase team . (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$	
68152	26.10.19	1	Cement blocks 16"x8"x6"	As per site requirement we receiving (pending -1100)	
68285	16.05.2020	3	Syntax Box	PO no - 67278 . Next week will delivery.	
68291	18.05.2020	1	Clamshell Cards	PO no - 67264 . 20 cards pending . Today will delivery .	
68294	22.05.2020	1	Base saddle	PO no - 67617 . Next week delivery.	49, 13/6.
68299	30.05.2020	1 to 5	Stationary material	PO no - 67652 . Today will delivery .	9781, "
68302	03.06.2020	1	Flat files	Next week will delivery . (Follow up with Rohith sir)	Monocrys
68303	04.06.2020	1	Generator log book	Today will delivery .	- Adwise.
68306	06.06.2020	1	MS L angles	PO no - 67905 . Next will delivery .	128, 16/6.
68307	08.06.2020	1	Coffee powder	PO no - 67829 . Next week will delivery.	115, 16/6
68308	08.06.20	1,3 &6	Templets	PO no - 67899 . Next week delivery .	

No. of gate passes issued this week:	02	From No.	1753	To No.	1754
Delivery van site visit on:	09.06.20(Tuesday),11.06.2020(Thursday), 13.06.20(Saturday).				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the	From No.	748	To No.	756	

week				
Items not ordered but received: nil				
Items sent to HO /vendor that are pending for repair: nil				
Other corrections & remarks:				

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date			

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!