ScanID.

| | | | | | |
|---|---|---|---|---|---|
| Prepared by: | | T.D. Murthy | | | |
| Date: | | 25/06/2020 | | | |
| 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? |
| 68269 | 04/06/20 | Laptop | Delivered. | | |
| 68300 | 06/06/20 | Liquid Soap Dispenser | Tomorrow delivery. | | |
| 68312 | 15/06/20 | Ledger Papers - Green Colour | Delivered. | | |
| 68152 | 26/10/20 | Cement Blocks - 6" | As per request of Project Manager | | |
| 68285 | 16/05/20 | Syntax Box | Delivered, DC no. 187, dtd. 22/06/2020 | | |
| 68291 | 18/05/20 | Clamshell Cards | Delivered. | | |
| 68298 | 30/05/20 | Binding Wire | Stock at SSLLP, pick it up from stores | | |
| 68299 | 30/05/20 | Stationery Materials | Delivered, DC no. 9781, dtd.13/036/2020 | | |
| 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 | | |
| 68311 | 15/06/20 | Cleaning Material | Stock at SSLLP, pick it up from stores | | |
| 68314 | 17/06/20 | Blue Sheet | Delivered, DC no. 9943, dtd. 23/06/2020 | | |

T.D. Murthy
25/6/20

Scan ID

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

| | | | |
|---|---|---|---|
| Company: | Modi realty Mallapur LLP | Date: | 20.06.2020 |
| Site: | Gulmohar residency | Prepared by: | A.Sravani |
| Report From / To | 14.06.2020 to 20.06.2020 | Approved by: | Ram Prasad |
| Report Date | 20.06.2020 | | |

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# |
|---|---|---|---|---|
| 68269 | 04.06.2020 | 1 | Laptop | Pending from purchase team . (Online purchase) – 68156 |
| 68300 | 06.06.2020 | 1 | Liquid soap dispenser | Pending from purchase team . (Online purchase) – 68217 |
| 68312 | 15.06.20 | 1 to 4 | Ledger paper (green colour) | Pending from purchase team. – 68152 |

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. – Delivered 187, 22/6 |
| 68291 | 18.05.2020 | 1 | Clamshell Cards | PO no - 67264 . 20 cards pending . next week will delivery . Bal. no delivered. |
| 68298 | 30.05.2020 | 8 | Binding wire | PO no - 68123 . Next week will delivery. Store @ scrap ✓ |
| 68299 | 30.05.2020 | 1 to 5 | Stationary material | PO no - 67652 . Today will delivery . – 9781, 13/6/20 |
| 68302 | 03.06.2020 | 1 | Flat files | Next week will delivery . (Follow up with Rohith sir) – Promotions. |
| 68303 | 04.06.2020 | 1 | Generator log book | Today will delivery . – Admin. |
| 68306 | 06.06.2020 | 1 | MS L angles | PO no - 67905 . Today will delivery . 268 - 16/6/20 |
| 68311 | 15.06.2020 | 1,2,3 & 8 | Cleaning material | PO no - 68036 . Next week will delivery. – scrap |
| 68314 | 17.06.20 | 1 | Blue sheet | PO no - 68055 . Next week delivery . 9943 - 23/6/20. |

| | | | | | |
|---|---|---|---|---|---|
| No. of gate passes issued this week: | 01 | From No. | 1755 | To No. | 1755 |
| Delivery van site visit on: | 16.06.20(Tuesday),18.06.2020(Thursday), 20.06.20(Saturday). | | | | |

| | | | | |
|---|---|---|---|---|
| Inward report (MRN/other) & stock report emailed in pdf format to purchase? | | | Yes | |
| DC register Sl. No. during the week | From No. | 757 | To No. | 763 |
| 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!