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

Company:	Modi Reality Genome Valley LLP	Date:	18.07.2020
Site:	BRGV,	Prepared by:	Pushpalatha
Report From / To	11.07.2020 to 17.06.2020	Approved by:	
Report Date	18.07.2020		

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		Item Description	Reason for not preparing PO/WO#
94715	15.07.2020		Umbrella	

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

94698	29.06.220		Contractor bills inward log book	It will be delivered on wednesday
94699	29.06.2020		ALTO Car lod book	It will be delivered on wednesday
94702	01.07.2020		Multi meter	Under progress it will reached by saturday
94703	01.07.2020		Tool kit	Under progress it will reached by saturday
94710	10.07.2020		Bore well casing 20length	It will be delivered on wednesday
94711	14.07.2020		2 core Aluminium wire	It will be delivered on monday
94713	15.07.2020		Bubble Bottles	It will be delivered on monday
94714	15.07.2020		Curing pipes	It will be delivered on monday
94716	15.07.2020		Safety Shoe	It will be delivered on wednesday

No. of gate passes issued this week:	Nil	From No.		To No.	-
Delivery van site visit on:	13th 14th & 15th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl. No. during the week	From No.	1040		To No.	1040

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	18.07.2020	18.07.2020	

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!