Company name : ESR,Annojiguda LLP
Project Name: ESR

Site Bills and D.C.'s Inward/Outward Register

Inward Date	Time	Inward No	Bill / DC	Bill / DC no.	Bill / DC date	Material Inward no.	Material Inward date	Supplier Name	Received By	Receiver Sign	Issued on Date	Issued on Time	Issued to name	Issued to sign.	Admin sign.
22/4/20	12:00	1062	DC	2971	22/4/20	1142	22/4/20	Summit Sales llp	Security	Vijay					
24/4/20	13:42	1063	DC	478	24/4/20	1143	24/4/20	Sri Vishal Enterprises Fly Ash bricks	Security	Vijay					
01/05/20	8:38	1064	DC	486	01/05/20	1144	01/05/20	"	Security	Vijay					
21/3/20	5:40	1065	DC	9161	21/3/20	1145	21/03/20	Summit Sales llp	Aswini	R.					
21/3/20	5:40	1066	DC	9162	21/3/20	1146	21/3/20	Summit Sales llp	Aswini	R.					
21/3/20	5:40	1067	DC	9167	21/3/20	1147	21/3/20	Summit Sales llp	Aswini	R					
21/3/20	5:40	1068	DC	724	21/3/20	1148	21/3/20	SP BuildCon Materials	Aswini	R.					
18/05/20	10:34	1069	DC	013	18/5/20	1149	18/5/20	Sri Sai Vishal Enterprises	Security						
26/5/20	3:30	1070	DC	9467	26/5/20	1151	26/5/20	Summit Sales llp	Aswini	R M.					
26/5/20	3:30	1071	DC	9468	26/5/20	1152	26/5/20	Summit Sales llp	Aswini	R M.					
"	"	1072	"	9469	"	1153	"	"	Aswini	R M					
"	"	1073	"	9470	"	1154	"	"	Aswini	R M					
28/05/20	3:40	1074	DC	9508	28/05/20	1157	28/05/20	Summit Sales llp	Aswini	R M	29/05/20	2:50	Aswini M	M R	M R
03/06/20	13:00	1075	DC	9591	03/06/20	1159	03/06/20	Summit Sales llp	Aswini	R M.	04/05/20	5:40	Aswini M	R M	M. R.
04/06/20	15:00	1075	DC	9624	04/06/20	1160	04/06/20	Summit Sales llp	Aswini	✓	04/05/20	5:40	Aswini M	R M	
13/06/20	17:02	1076	DC	9785	13/06/20	1161	13/06/20	Summit Sales llp	Aswini	✓	18/06/20	5:00	Murali		
13/06/20	17:02	1077	DC	9784	13/06/20	1162	13/06/20	Summit Sales llp	Aswini	✓	18/06/20	5.00	Murali		
13/06/20	17:02	1078	DC	9786	13/06/20	1163	13/06/20	"	Aswini	✓	18/06/20	5.00	Murali		
13/06/20	17:02	1079	DC	9788	13/6/20	1164	13/06/20	"	Aswini	✓	18/06/20	5.00	Murali		
13/06/20	17:02	1080	DC	9789	13/6/20	1165	13/06/20	"	Aswini	✓	18/06/20	5.00	Murali		
17/6/20	14:30	1081	DC	014	17/6/20	1166	17/6/20	"	Aswini	✓	18/06/20	5.00	Murali		
18/6/20	14:32	1082	DC	13011	18/6/20	1167	18/6/20	"	Aswini	✓	18/06/20	5.00	Murali		
22/6/20	19:30	1083	DC	9920	22/6/20	1168	22/6/20	"	Aswini	✓	22/6/20	4.00	Sardar		
22/6/20	12:30	1084	DC	9919	22/6/20	1169	22/6/20	"	Aswini	✓	22/6/20	4.00	Sardar		
10/07/20	14:30	1085	DC	BR13	10/07/20	1170	10/7/20	Dilpreet tubes pvt. ltd	Aswini	✓	10/7/20	5.00			
16/7/20	11:15	1086	DC	10362	16/7/20	1172	16/7/20	Summit Sales llp	Aswini						
16/7/20	11:15	1087	DC	10365	16/7/20	1173	16/7/20	"	Aswini						

MODI Properties

Stock List - Till Date : 10-06-2020

Company : East Side Residency Annojiguda LLP

Location : East Side Residency

Category / Item Name	Balance Qty	Rate	Balance Value
Building material	**160**		**4,320**
1005 - Building material - Cement Solid Blocks - 6 In x8 In x16 In - nos	160	27	4,320
Carpentry - hardware	**8**		**1,280**
2076 - Carpentry - hardware - Chicken Mesh - NA - bundles	8	160	1,280
Cement	**7**		**1,652**
3002 - Cement - PPC - 50kgs - bags	7	236	1,652
Consumables	**104**		**5,058**
4001 - Consumables - Air Freshner - NA - nos	3	40	120
4003 - Consumables - Bombay Broom - Big - nos	7	58	406
4008 - Consumables - Cleaning Cloth - other - nos	9	15	135
4009 - Consumables - Coconut Broom - other - nos	5	9	45
4011 - Consumables - Coffee Powder - NA - kgs	3	400	1,200
4014 - Consumables - Colin - 500ml - nos	2	65	130
4022 - Consumables - Dettol - NA - nos	11	38	418
4035 - Consumables - Harpic - Cleaner - 500ml - nos	2	70	140
4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	9	81	729
4041 - Consumables - Mopping stick - NA - nos	2	100	200
4046 - Consumables - Phinyle - 1Ltr - nos	6	35	210
4057 - Consumables - Sponges - NA - nos	12	7	84
4059 - Consumables - Surf Detergent Powder - NA - kgs	5	8	40
4060 - Consumables - Tea Powder - NA - kgs	3	280	840
4065 - Consumables - Vim bar - NA - nos	2	30	60
4066 - Consumables - Water bottle - NA - nos	10	21	210
4080 - Consumables - Bombay Brooms - Other - Nos	13	7	91
Electrical - other	**3**		**5,100**
4620 - Electrical - other - Meters - Three Phase - nos	3	1,700	5,100
Miscellaneous	**7**		**890**
6023 - Miscellaneous - GI- Bucket - other - nos	1	110	110
6025 - Miscellaneous - Gova rope - NA - bundles	6	130	780
Plumbing - other	**120**		**2,880**
7353 - Plumbing - other - Green Hose pipe - Other - Mtrs	120	24	2,880
Plumbing - sanitary	**2**		**5,566**
7310 - Plumbing - sanitary - Sink - other - nos	2	2,783	5,566
Stationery - other	**222**		**3,402**
7507 - Stationery - other - Box file - Big - nos	2	36	72
7509 - Stationery - other - Calculator - NA - nos	1	177	177
7514 - Stationery - other - Cello Tape - other - nos	2	30	60
7530 - Stationery - other - Folder cover - NA - nos	200	6	1,200
7532 - Stationery - other - Gum - 150ml - nos	3	40	120
7560 - Stationery - other - Pen - NA - nos	5	5	25
7578 - Stationery - other - Ring Binder - other - nos	9	194	1,748

Category / Item Name	Balance Qty	Rate	Balance Value
Stone - granite	**41**		**4,296**
8501 - Stone - granite - Black - 19mm - sft	41	105	4,296
Tools	**47**		**950**
9501 - Tools - Auto Level - NA - nos	1	0	0
9545 - Tools - Helmet - other - nos	10	52	520
9561 - Tools - Scissors - other - nos	2	50	100
9570 - Tools - Spade with handle - NA - nos	1	90	90
9596 - Tools - Bamboo - NA - Nos	3	80	240
9600 - Tools - mask - NA - Nos	30	0	0
		Total Stock Value...	**35,394**

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

Company:	ESR,Annojiguda LLP	Date:	18.07.2020
Site:	East Side residency	Prepared by:	Vijay Raj
Report From / To	11.07.2020 to 18.07.2020	Approved by:	Vijay Raj
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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
130106	21-05-2020	1,2,3	Bed pillows	Pending from purchase Dept
130107	21-05-2020	1	ISMB 200 Beams(Indian Standard Medium Weight beam)	Pending from purchase Dept
130113	02-06-2020	1	Lenovo Laptop Charger	Pending from purchase Dept

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$
130103	15-05-2020	1	Flat files	Follow up with promotions

Gate pass issued in this week	-	From no	Nil	to	Nil
Delivery van site visit on:	14/07/20,16/07/20				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	1086	To No.	1087	

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	G. Vijay Raj		
Date	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!