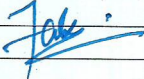
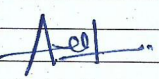


Remarks from site on the 'Requisition by Site Report of purchase division

Company:	MRMLLP	Date:	25/07/2020		
Site:	AGH	Prepared by:	P.Anitha		
Report From / To	18.07.2020 to 25.07.2020	Approved by:	zakir		
Report Date	25.07.2020				
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	
165069	21.07.202	1,2	SS Screws	Po to be issue	
165068	21.07.2020	1 to 3	Measuring tapes	Po to be issue	
165066	21.07.2020	1	umbrella	Po to be issue	
165055	11.07.2020	1 to 3	Red gulmohar trees	Po to be issue	
165005	21.05.2020	1 to 4	MS telescopic pole material	Po to be issue	
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	
52963	1.05.2020	1 to 6	Bathroom tiles	Ready with supplier	
52971	11.05.2020	1	grills	Ready with supplier	
52981	13.05.2020	2	gate	Ready with supplier	
52985	16.05.2020	1,2,4,5	Door frame	Ready with supplier	
52997	19.05.2020	1	Slump cone test	Supplier not reacheble	
165004	21.05.2020	1	Carpet lawn	Supplier arranging materials	
165006	21.05.2020	1	L angle frame	Ready with supplier	
165014	3.06.2020	1 to 4	Gulmohar trees	Supplier not reacheble	
165019	06.06.2020	1	Al. ladder	Ready with supplier	
165026	12.06.2020	1 to 3	RO plant servcing	Ready with supplier	
165038	26.06.2020	1,2	Ocean blue tiles	Ready with supplier	
165042	02.07.2020	1	Green files	Ready with supplier	
165043	3.07.2020	1 to 7	Al windows	Ready with supplier	
165047	7.07.2020	1	MS mesh	Ready with supplier	
165054	11.07.2020	1	Tandoor stone	Ready with supplier	
165058	16.07.2020	1	Cement bricks	Ready with supplier	
165059	16.07.2020	1	Wall cutting blades	Ready with supplier	
165061	18.07.2020	1	10mm bolt	Ready with supplier	
165063	20.07.2020	1	sanitizer	Ready with supplier	
165065	21.07.2020	1	A4 papers	Ready with supplier	
No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van last site visit on:	24.07.2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl.No. during the week	From No.	10463	To No.	0323	
Items not ordered but received:					
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