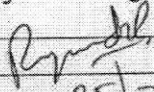
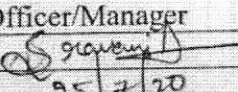


Prepared by:	T.D. Murthy			
Date:	30/07/2020			
Site:	Modi Realty Mallapur LLP - GMR		Date	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	If material is not delivered - is delay justified?
68328	25/06/20	Military Can	Online Purchase	
68351	15/07/20	D Link	PO to be issue	
68358	21/07/20	Sanitizer	PO to be issue	
68152	26/10/20	Cement Blocks - 6"	As per request of Project Manager	
68302	03/06/20	Flat Files	Promotion Dept. to Follow up.	
68338	29/06/20	WBC Door Frames	Delivered, DC no. 011, dtd. 15/07/2020	
68341	03/07/20	Al. windows	Next week delivery from SSLLP	
68344	10/07/20	Armored cable	Delivery by Saturday	
68349	11/07/20	Safety net	Tomorrow delivery	
68350	15/07/20	Waterproofing	Co-ordinate with contractor	
68352	15/07/20	Templates	Stock at SSLLP, please collect it.	
68354	16/07/20	Dr. Fixit	Stock at SSLLP, please collect it.	
68355	16/07/20	Tube lights	Stock at SSLLP, please collect it.	
68356	16/07/20	Registers	Admin. to follow up.	
68357	16/07/20	Rain Coat	Tomorrow delivery	
T.D. Murthy 30/7/20.				

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

Company:	Modi realty Mallapur LLP	Date:	25.07.2020	
Site:	Gulmohar residency	Prepared by:	A.Sravani	
Report From / To	19.07.2020 to 25.07.2020 (Sunday to Saturday)	Approved by:	Ram Prasad	
Report Date	25.07.2020			
List of requisitions numbers missing in the report*: Nil				
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 [#]
68328	25.06.2020	1	Military can	Delay by purchase assistant (Online Purchase)
68351	15.07.20	1	D-link	Delay by purchase assistant
68358	21.07.20	1	Sanitizer	Delay by purchase assistant
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 ^s
68152	26.10.19	1	Cement blocks 16"x8"x6"	As per site requirement we receiving (pending -1100)
68302	03.06.2020	1	Flat files	Supplier is arranging for material . (Follow up with Rohith sir)
68338	29.06.2020	1 to 4	WPC Door frames	PO no - 68620 & 68621 . 50% received . supplier is arranging for material . <i>6/11/20</i>
68341	03.07.2020	1 & 3	Al Windows	PO No - 68341 . Ready with Supplier . <i>SSR</i>
68344	10.07.2020	1 to 3	Armored cable	PO NO - 68812 , 69123 . Supplier is arranging for material . <i>Pranav - 704</i>
68349	11.07.2020	1 to 3	Safety net	PO NO - 69046 . supplier arranging for material . <i>Sat</i>
68350	15.07.2020	1	Water proofing	PO NO - 69050 . <i>W.P.P.</i>
68352	15.07.2020	2	Templets	PO NO - 69051 . Supplier arranging for material . <i>SSR</i>
68354	16.07.2020	1	Dr. Fixit	PO NO - 68926 . 80% received .
68355	16.07.2020	1,2	Tube lights	PO NO - 68987 . supplier arranging for material . <i>SSR</i>
68356	16.07.2020	1 to 3	Registers	Follow up with Admin . <i>SSR</i>
68357	16.07.2020	1	Rain coats	PO NO - 69007 . Ready with supplier . <i>Pranav</i>
No. of gate passes issued this week:			02	From No. 1763 To No. 1764
Delivery van site visit on:			23.07.20(Thursday), 25.07.20(Saturday) . 1 day leave on 21.07.202.	

Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes	
DC register Sl. No. during the week	From No.	815	To No.	818
Items not ordered but received: nil				
Items sent to HO /vendor that are pending for repair: Cutter type dewatering pump				
Other corrections & remarks:				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign				
Date	25/7/20	25/7/20		

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!