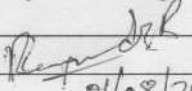
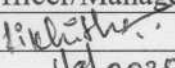


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Modi realty Mallapur LLP	Date:	01.08.2020		
Site:	Gulmohar residency	Prepared by:	M.Likhitha		
Report From / To	26.07.2020 to 01.08.2020 (Sunday to Saturday)	Approved by:	Ram Prasad		
Report Date	01.08.2020				
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 ^{\$}	
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)	
68341	03.07.2020	1 & 3	Al Windows	PO No - 68341 . Ready with Supplier .	
68344	10.07.2020	1 to 3	Armored cable	PO NO - 68812 , 69123 . Ready with Supplier	
68349	11.07.2020	1 to 3	Safety net	PO NO - 69046 . supplier arranging for material .	
68350	15.07.2020	1	Water proofing	PO NO - 69050 .	
68352	15.07.2020	2	Templets	PO NO - 69051 . Supplier arranging for material .	
68354	16.07.2020	1	Dr. Fixit	PO NO - 68926 . 80% received .	
68355	16.07.2020	1,2	Tube lights	PO NO - 68987 . Ready with supplier .	
No. of gate passes issued this week:	-	From No.	-	To No.	-
Delivery van site visit on:	27.07.2020(monday), 28.07.2020(tuesday), 31.07.2020(thursday)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	819	To No.	823	
Items not ordered but received: nil					
Items sent to HO /vendor that are pending for repair:					

Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	01/08/2020	1/8/2020	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajumarn@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!