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

10		construction llp		Date:		01-08-2020			
Company:				Prepared by:		M Mahesh			
Site:		ne farm 07-2020 to 01-08-2020		Approved by:		Syed.Golam Sarwar			
Report From /		7-2020 to 01-08-2020		1.					
To	01-08-	2020							
Report Date		' i'm in the report:	NIL	L					
List of requisi	tions number	PO/WO not prepared 3	working	days after	r requisition	ıs: 02			
List of requis	ILIONS WHELE	1 O/ W O Hot propares							
Req No.	Req Date	Serial No of item in Req	Item Description		otion	Reason for not preparing PO/WO			
150319	29-07-20	1 to 5		Plants		Req sent on 29.07.20 till PO pending			
	1	DO/MO is prepared and	l items h	ave not be	en received	at site l	peyond the lead time:		
List of requis	itions where	here PO/WO is prepared and late   Serial no of item in		Item Description		Details of discussion with			
Req No.	Req Date	Req.	. Itom Descript				Supplier		
	10.07.20	1 to 10		Fruit Plants		Supplier arranging for Material			
150293	13-07-20	1 10 10		11010 1 100000					
150294	13-07-20	1 to 5		Fruit Plants		Supplier arranging for Material			
	16.07.20	1	338	3388.00 sft pending to		Supplier arranging for Material			
150296	16-07-20	1	rece	received ,Shabad Stone					
	16-07-20	1	1	Stone Kaddis		Supplier arranging for Material			
150297		1	Surfa	Surface Tube light fitting		Supplier arranging for Material			
150306	20-7-20	1	4ft B	4ft,Balance 05 nos pending					
150308	21.7.20		Cor	Computer key board & Mouse Sanitory Material		Supplier arranging for Materia			
	21-7-20	1	00.						
	22.07.20	1 to 3,6	5			Supplier arranging for Materia			
150314	23-07-20		V	Wall cladding tiles		Supplier arranging for Material			
150317	28-07-20		MSS	MS Square Pipe, flat patti,		Suppl	ier arranging for Materia		
150321	30-07-20	1 10 0	IVID	etc					
		1.11.'s ample	1	NIL	Form No.	NIL	To No. NIL		
No. of gate	passes issue	d this week.	<del></del>	1112		7-2020			
Delivery va	ın site visit o	n:	iled in no				Yes		
Inward report (MRN/other) & stock report emails  DC register Sl. No. during the week				From No. 5195			To No 5206		
DC register	r Sl. No. duri	ng the week	1101111	10.					
Items not o	ordered but re	ceived: NIL	- main NI	11					
Items sent	to HO /vende	or that are pending for re	epair: Ni	L					
Other corre	ections & rer	narks: NIL		Admin		Admin Audit			
Details	P	roject Manager							
	2.				Officer/Manager M.Mahesh		haten		
Sign Syed.Sarwar				21.07.202					
Date	$\sqrt{}$ $\sqrt{}$ $\sqrt{}$	1-07-2020	<del>- , · ·</del>	- madiatals:	2 Send this r	eport to i	ourchase@modiproperties.co		

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <u>purchase@modipropertics.com</u>, ashaiva@modipropertics.com and rajkumarn@modipropertics.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!

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

	Madi	Form House(Hyd)	Ln	Date		01-08	-2020		
Company:		Modi Farm House(Hyd)LLp Serene farms		Pren	ared by:	M Mahesh			
Site:					Approved by:		Syed.Golam Sarwar		
Report From / 27-07-2		20 to01-08-2020		App	Approved by:				
То						-			
Report Date	01-08	-2020							
List of requis	itions numb	ers missing in the r	eport:	NIL	0 ::::				
List of requis	itions where	PO/WO not prepa	red 3	working days	after requisiti	ions:			
2.00									
Req No.	Req Date	Serial No of item in Req		Item Description		Reason for not preparing			
	· -					PO/WO			
List of requis	itions where	PO/WO is prepare	ed and	l items have no	t been receiv	ed at site	e beyond th	e lead time:	
	Req Date	Serial no of item in		Item De	Item Description		Details of discussion with		
Req No.	Red Date	Req.				Supplier			
	> 111	NIL		N	IL	NIL			
NIL	NIL		1 -		NIL		To No	NIL	
DC register S	SI. <u>No. durir</u>	From No.	NO.   NIL		10110	1,12			
Items not ord	lered but red	eived: NIL							
Items sent to	HO /vendo	r that are pending f	or rep	air: NIL					
Other correc	tions & rem	arks: NIL							
		Project Manager			Admin		Admin Audit		
Details	111				Officer/M	Officer/Manager			
	C 10-1 Company					M.Mahesh			
Sign		Syed.Golam Sarwar				01-08-2020			
Date	01	-08-2020		1 immodiatal			purchase@mo	diproperties.con	

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G. Siva prasad

Partified by:

Namin Jiffice:

House (Hyd) LLP