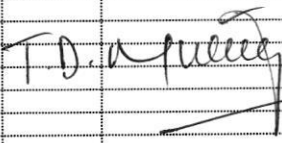
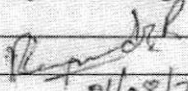
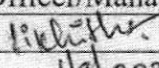


Prepared by:	T.D. Murthy			
Date:	6/8/2020			
Site:	Modi Realty Mallapur LLP - GMR		Date	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered? If material is not delivered - is delay justified?
68328	25/06/20	Military Can	Online Purchase	
68351	15/07/20	D Link	PO to be issue	
68358	21/07/20	Sanitizer	PO issued, PO no. 69442.	
68152	26/10/20	Cement Blocks - 6"	As per request of Project Manager	
68302	03/06/20	Flat Files	Promotion Dept. to Follow up.	
68341	03/07/20	Al. windows	Delivery by Saturday	
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	Delivered, DC no. 10620.	
68355	16/07/20	Tube lights	Stock at SSLLP, please collect it.	
				

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 ^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)		
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	18/020	

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!