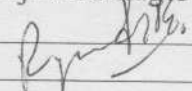
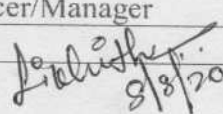


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Modi realty Mallapur LLP	Date:	08.08.2020
Site:	Gulmohar residency	Prepared by:	M.Likhitha
Report From / To	02.08.2020 to 08.08.2020 (Sunday to Saturday)	Approved by:	Ram Prasad
Report Date	08.08.2020		
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
68328	25.06.2020	1	Military can
68351	15.07.20	1	D-link
Reason for not preparing PO/WO#			
Delay by purchase assistant (Online Purchase)			
Delay by purchase assistant(Online Purchase)			
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
68152	26.10.19	1	Cement blocks 16"x8"x6"
68302	03.06.2020	1	Flat files
68341	03.07.2020	1 & 3	Al Windows
68350	15.07.2020	1	Water proofing
68358	21.07.2020	1	Sanitizer
68363	31.07.2020	1	Hollow bricks
68364	01.08.2020	1-5	Spray Paints
68365	01.08.2020	1,2&10	Cleaning material
68366	01.08.2020	1-8	Stationery material
Details of discussion with supplier ^s			
As per site requirement we receiving (pending -1100)			
Supplier is arranging for material . (Follow up with Rohith sir)			
PO No - 68341 . (partly received)			
PO NO - 69050 .			
PO NO - 69446 .Ready with Supplier .			
PO NO - 69346.(pending -1000)			
PO NO - 69446. Ready with Supplier .			
PO NO - 69372.(partly received)			
PO NO - 69406.(partly received)			
No. of gate passes issued this week:	01	From No.	1765
Delivery van site visit on:	04.08.2020,07.08.2020,08.08.2020	To No.	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes		
DC register Sl. No. during the week	From No.	824	To No. 837
Items not ordered but received: nil			
Items sent to HO /vendor that are pending for repair: dewatering pumps.			
Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			

Date			
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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!