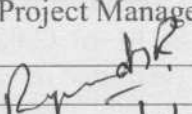
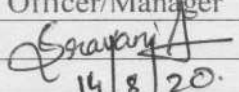


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Modi realty Mallapur LLP	Date:	14.08.2020			
Site:	Gulmohar residency	Prepared by:	M.Likhitha			
Report From / To	09.08.2020 to 14.08.2020 (Sunday to Saturday)	Approved by:	Ram Prasad			
Report Date	14.08.2020					
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(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	Details of discussion with supplier ^s		
68152	26.10.19	1	Cement blocks 16"x8"x6"	As per site requirement we receiving (pending -200)		
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 . (partly received)		
68350	15.07.2020	1	Water proofing	PO NO – 69050 .		
68358	21.07.2020	1	Sanitizer	PO NO – 69446 .Ready with Supplier .		
68363	31.07.2020	1	Hollow bricks	PO NO – 69346.(pending -1000)		
68364	01.08.2020	1-5	Spray Paints	PO NO – 69446. Ready with Supplier .		
68365	01.08.2020	1,2&10	Cleaning material	PO NO – 69372.(partly received)		
68366	01.08.2020	1-8	Stationery material	PO NO – 69406.(partly received)		
68370	07.08.2020	1	Safty shoe	PO NO –69560.Ready with Supplier .		
68371	07.08.2020	1-2	Rain coats	PO NO –69558.Ready with Supplier .		
68372	07.08.2020	1-3	Measurement tape	PO NO –69554,69557.Ready with Supplier .		
No. of gate passes issued this week:		nil	From No.	nil	To No.	nil
Delivery van site visit on:		11.08.2020(tuesday),13.08.2020(thursday on leave).				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes		
DC register Sl. No. during the week		From No.	953	To No.	961	

Items not ordered but received: nil			
Items sent to HO /vendor that are pending for repair: dewatering pumps (1 hp (2no's), 2.5 hp (1.no))			
Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	14/8/2020	14/8/20	

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