<u>Remarks from site on the 'Requisition by Site Report' of purchase division</u>

Company:	Modi realty Mallapur LLP	Date:	21.08.2020
Site:	Gulmohar residency	Prepared by:	A.Sravani
Report From / To	15.08.2020 to 21.08.2020 (Sunday to friday)	Approved by:	Ram Prasad
Report Date	21.08.2020		

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$
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)
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)
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:	01	From No.	1766	To No.	1766
Delivery van site visit on:	18.08.20 (Tuesaday) and 21.08.20 (Friday)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
DC register Sl. No. during the week	From No.	842	To No.	844	

Items not ordered but received: nil

Items sent to HO /vendor that are pending for repair: dewatering pumps (1 hp (1no's))

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Rpdjk.	Sravani	

Date		21/8/2020	

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