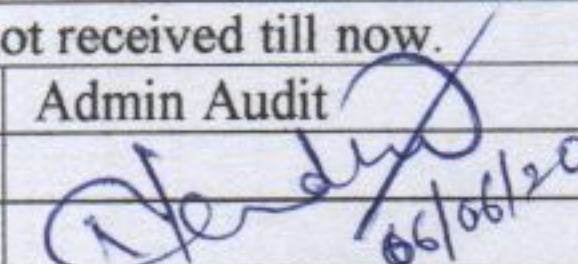


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	ESR, Annojiguda LLP	Date:	06.06.2020	
Site:	East Side residency	Prepared by:	M. Aswini	
Report From / To	30.05.2020 to 06.06.2020	Approved by:	Vijay Raj	
Report Date	06.06.2020			
List of requisitions numbers missing in the report*:				
List of requisitions where PO/WO not prepared 3 working days after requisition:				
Req No.	Req Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
130106	21-05-2020	1,2,3	Bed pillows	Pending from purchase Dept
130107	21-05-2020	1	ISMB 200 Beams(Indian Standard Medium Weight beam)	Pending from purchase Dept
130111	02-06-2020	1	Armour Cable - 4 core	Pending from purchase Dept
130112	02-06-2020	1,2,3,4	C.I pipe-5'6" length(Earthing material)	Pending from purchase Dept
130109	30-05-2020	1	Land line Phone	Pending from purchase Dept
130114	03-06-2020	1	GI chains 2'	Pending from purchase Dept
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
130103	15-05-2020	1	Flat files	Follow up with promotions
130104	18-05-2020	1	Clamshell Cards-40	Not available at SSLLP
130108	30-05-2020	1	Epson printer Ink	Delivery by Monday
130114	03-06-2020	2	Pad locks	Delivery by Monday
Gate pass issued in this week		-	From no	Nil to Nil
Delivery van site visit on:		3rd		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes
DC register Sl. No. during the week	From No.	1075	To No.	1075
Items not ordered but received: Nil				
Items sent to HO /vendor that are pending for repair: Nil				
Other corrections & remarks: Req No-130107 material received without DC, But PO not received till now.				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign	G. Vijay Raj	M. Aswini		
Date	06.06.2020	06.06.2020	06/06/20	

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

APPROVED BY
06 JUN 2020
G. VIJAY RAJ
East Side Residency

APPROVED BY
M. 06 JUN 2020
G. VIJAY RAJ
East Side Residency