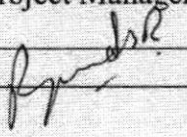
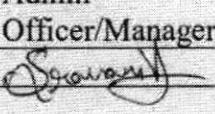


Prepared by:	T.D. Murthy			
Date:		3/9/2020		
Site:	Modi Realty Mallapur LLP - GMR		Date	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	If material is not delivered - is delay justified?
68328	25/06/20	Military Can	Online Purchase	
68351	15/07/20	D Link	Delivered.	
68302	03/06/20	Flat Files	Promotion Dept. to Follow up.(Contact Rohit - 9154446540)	
68341	03/07/20	Al. windows	Stock at SSLLP, please collect it.	
68363	31/07/20	Hollow Blocks	As per request of Project Manager	
68365	01/08/20	Cleaning material	Stock at SSLLP, please collect it.	
68376	25/08/20	Cement	Delivered.	
68377	25/08/20	Safety Shoe	Saturday delivery	
68378	25/08/20	Slump Cone Test	Stock at SSLLP, please collect it.	
68379	25/08/20	Generator change over	Delivered, DC no. 013,10890, dtd. 31/08/2020.	
-	-	Dewatering Pump	Pumps are repaired, please collect.	
T.D. Murthy / 3/9/20				

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

Company:	Modi realty Mallapur LLP		Date:	29.08.2020	
Site:	Gulmohar residency		Prepared by:	A.Sravani	
Report From / To	22.08.2020 to 29.08.2020 (Sunday to friday)		Approved by:	Ram Prasad	
Report Date	29.08.2020				
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	
68302	03.06.2020	1	Flat files	Partly received . (Follow up with Rohith sir)	
68341	03.07.2020	1 & 3	Al Windows	PO No - 68341 . (partly received)	
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)	
68376	25.08.2020	1	Cement	PO NO - 69850 . Ready with Supplier .	
68377	25.08.2020	2	Safty shoe	PO NO -69843 . Supplier arranging for materia	
68378	25.08.2020	1	Slump Cone test	PO NO -68378 . Ready with supplier .	
68379	25.08.2020	4	Generator change over	PO NO - 69907 . Supplier arranging for materia	
No. of gate passes issued this week:			01	From No.	1767 To No. 1767
Delivery van site visit on:			27.08.20 (Tuesaday) , 21.08.20 (Friday) & 29.08.20 (Saturday)		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl. No. during the week		From No.	845	To No.	849
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					

Date	29/08/20	29/08/20	
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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!