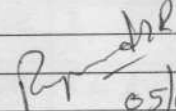
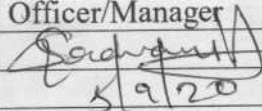


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Modi realty Mallapur LLP	Date:	05.09.2020	
Site:	Gulmohar residency	Prepared by:	A.Sravani	
Report From / To	30.08.2020 to 05.09.2020 (Sunday to Friday)	Approved by:	Ram Prasad	
Report Date	05.09.2020			
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	Online Purchase
68381	28.08.2020	1 & 2	D-link & UPS	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
68363	31.07.2020	1	Hollow bricks	PO NO - 69346.(pending -500)
68365	01.08.2020	1,2&10	Cleaning material	PO NO - 69372 . Supplier arranging for material .
68376	25.08.2020	1	Cement	PO NO - 69850 . Ready with Supplier .
68377	25.08.2020	2	Safety shoe	PO NO -69843 . Supplier arranging for material
68382	28.08.2020	2	Templets	PO No - 70040 . Supplier arranging for material .
68383	29.08.2020	1	False ceiling	PO No - 70032 . contractor started the work .
68385	29.08.2020	1 to 4 & 6	Tiles	PO no - 69986 . Supplier arranging for material .
68386	29.08.2020	1 & 2	Wires	PO no - 69982 . supplier arranging for material .
68387	29.08.2020	11 & 17	Sockets	PO No - 69981 . Supplier arranging for material .
68389	01.09.2020	1,3 & 6	Grills	PO no - 70043 . supplier arranging for material .
68390	01.09.2020	1 to 5	Tiles	PO no - 70046 . Supplier arranging for material .
68392	01.09.2020	1 to 16	Wire	PO No - 70064 . Supplier arranging for material .
68394	01.09.2020	1 to 16	Sockets	PO No - 70076 . Supplier arranging for material .
68396	01.09.20	3	Dust pan	PO No - 70083 . Supplier arranging for material .

No. of gate passes issued this week:	Nil	From No.	Nil	To No.	Nil
Delivery van site visit on:	01.09.20 (Tuesday) , 03.09.20 (Friday) & 05.09.20 (Saturday) .				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes
DC register Sl. No. during the week	From No.	850	To No.	867	
Items not ordered but received: nil					
Items sent to HO /vendor that are pending for repair:					
Other corrections & remarks:					
Details	Project Manager	Admin Officer/Manager		Admin Audit	
Sign					
Date	05/09/2020	5/9/20			

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