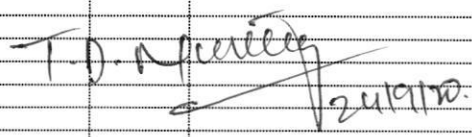
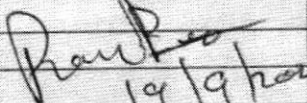
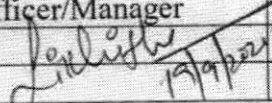


Prepared by:	T.D. Murthy		
Date:	24/09/2020		
Site:	Modi Realty Mallapur LLP - GMR	Date	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks
68381	28/08/20	UPS	Follow up Sunil for UPS
68363	31/07/20	Hollow Blocks	As per request of Project Manager
68376	25/08/20	Cement	Stock at SSSLP, please collect it
68383	29/08/20	False Ceiling	Work in progress
68386	29/08/20	Wires - 1/18 Black	Delivered
68392	01/09/20	Wires - 1/18 Black	Delivered
69398	03/09/20	False Ceiling	Work in progress
68408	07/09/20	PVC Pipes	Delivered, DC no. 11201, dt. 17/09/2020
68411	12/09/20	Stationery materials	Tomorrow delivery
68413	15/09/20	CPVC Materials	Delivered, DC no. 11252, dt. 19/09/2020
68414	15/09/20	PVC Pipes	PO 70514 delivered and PO 70516 delivery on Saturday
			

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

Company:	Modi realty Mallapur LLP	Date:	19.09.2020
Site:	Gulmohar residency	Prepared by:	M.Likhitha
Report From / To	13.09.2020 to 19.09.2020 (Sunday to Saturday)	Approved by:	Ram Prasad
Report Date	19.09.2020		
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
68381	28.08.2020	2	UPS
Reason for not preparing PO/WO# 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
68363	31.07.2020	1	Hollow bricks
68376	25.08.2020	1	Cement
68383	29.08.2020	1	False ceiling
68386	29.08.2020	2	Black 1/18 sqmm wire
68392	01.09.2020	2	Black 1/18 sqmm wire
68398	03.09.2020	1	False ceiling
68408	07.09.2020	1-12	PVC pipes
68411	12.09.2020	1-10	Stationery materials
68413	15.09.2020	1-9	CPVC material
68414	15.09.2020	1-9	PVC pipe
Details of discussion with supplier ^s			
PO NO - 69346.(pending -500)			
PO NO - 69850 . (pending -100)			
PO No - 70032 . contractor started the work .			
PO no - 69982 . supplier arranging for material . <i>Delivered</i>			
PO No - 70064 . Supplier arranging for material . <i>u</i>			
PO No - 70032 . contractor started the work .			
PO No - 70235. Supplier arranging for material . <i>11201 - 17/9/20</i>			
PO No - 70425. Ready with supplier <i>✓</i>			
PO No - 70512. Ready with supplier <i>11252 - 19/9/20</i>			
PO No - 70514, 70516. Ready with supplier <i>11251 - 19/9/20</i>			
No. of gate passes issued this week:		01	From No. 1768 To No. 1769
Delivery van site visit on:		15.09.20 (Tuesday) , 17.09.20 (thursday) & 19.09.20 (Saturday) .	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	880	To No. 895
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	19/9/2019	19/9/2019	

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!