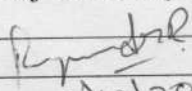
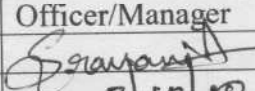


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Modi realty Mallapur LLP	Date:	03.10.2020	
Site:	Gulmohar residency	Prepared by:	M.Likhitha	
Report From / To	27.09.2020 to 03.10.2020 (Sunday to Saturday)	Approved by:	Ram Prasad	
Report Date	03.10.2020			
List of requisitions numbers missing in the report*: 68453 , 68454 , 68455 .				
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#
68381	28.08.2020	2	UPS	Online Purchase
68424	17-09-2020	1-3	SS Railing	Delay by purchase assistant.
68435	21.09.20	7 & 10	GP2 cement & Arment rearm bond .	Delay by purchase assistant.
68445	28.09.20	8-13	Sanitary	Delay by purchase assistant.
68446	28.09.20	1 to 3	Tiles	Delay by purchase assistant.
68447	28.09.20	1,2	Spray paints	Delay by purchase assistant.
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\$
68363	31.07.2020	1	Hollow bricks	PO NO – 69346.(pending -500)
68376	25.08.2020	1	Cement	PO NO - 69850 . partly receiving . no stock at SSLLP
68383	29.08.2020	1	False ceiling	PO No - 70032 . contractor started the work .
68398	03.09.2020	1	False ceiling	PO No - 70032 . contractor started the work .
68415	16.09.2020	1	PVC pipe	PO No - 70518, Ready with supplier (90% received)
68422	16-09-2020	1	Cement Blocks.	PO No - 70508, partly receiving
68425	18-09-2020	1,3&5	Grills	PO No - 70577.Supplier arranging for material .
68426	18-09-2020	1	Grass Carpet	PO No - 70566.Supplier arranging for material .
68429	21-09-2020	2	Vitrified tiles 2’X2’	PO No - 70618. No stock at vista , BNC sites .
68436	23-09-2020	4	Clamshell cards	PO No - 70714, no stock at SSLLP
68437	24.09.20	2 to 8	Star screws & Araldite .	PO - 70843 , 70842 . Material in transits .
68442	28.09.20	2,3	Janata paste	PO no - 70897 . SSLLP store is

				closed .		
68443	28.09.20	1,3,5,6,7	Wires	PO no - 70834 . SSLLP store is closed .		
68448	28.09.20	1 to 4	Flush doors	PO no - 70875 . SSLLP store is closed .		
No. of gate passes issued this week:			02	From No.	1774	To No. 1775
Delivery van site visit on:			29.09.20 (Tuesday) , 01.10.20 (Thursday) & 03.10.20 (Saturday) .			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl. No. during the week		From No.	916	To No.	928	
Items not ordered but received: nil						
Items sent to HO /vendor that are pending for repair: 03 motors (Dewatering pumps 2HP)						
Other corrections & remarks:						
Details	Project Manager		Admin Officer/Manager		Admin Audit	
Sign						
Date	03/10/20		3/10/20			

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