

[illegible]

T.D. Presley
11/17/17

~~15/8/2~~

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

Company:	Modi Reality Miryalaguda LLP	Date:	15.05.2017		
Site:	AVR Gulmohar homes	Prepared by:	A. Vijay Baaskar		
Report From / To	09.05.2017 to 15.05.2017	Approved by:	G. Rambabu		
Report Date	15.05.2017				
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		Item Description	Remarks	
52079	02.05.17	1	Foam Board	As per requisition - <i>Prove. to be</i>	
52088	03.05.17	1 to 8	Kitchen items	As per requisition - <i>Delivered</i>	
				<i>HP. m</i>	
List of requisitions where 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 quantity not received	
52071	22.04.17	1	Shabad stone	As PO 2432 sft, received quantity 420 Sft. - <i>Bal. Mahr</i>	
52091	06.05.17	1	Led lights	As per requisition - <i>D. on Fi</i>	
52097	11.05.17	1	Ms round pipe	As per requisition ?	
		2	Ms round pipe	As per requisition <i>SD.</i>	
Details of pending installation beyond due date of modular kitchen, furniture & soft furnishings#:					
Req No	Flat/ Villa No	Installation due date	Item	Remarks	
No. of gate passes issued this week:			NIL	From No.	To No.
Delivery van site visit on:			10.05.17 and 12.05.17		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					NIL
Items not ordered but received: Nil					
Other corrections & remarks:					

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. * Details of furniture not received to be given in the previous section. 3. Send this report to HO by email on every Saturday. 4. Admin offices shall not leave the site without completing this report. 5. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 6. Mention PO & MRN no. on DCs / bills.