

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

Company:	Modi Reality Miryalaguda LLP		Date:	08.05.2017	
Site:	AVR Gulmohar homes		Prepared by:	A. Vijay Baaskar	
Report From / To	03.05.2017 to 08.05.2017		Approved by:		
Report Date	08.05.2017				
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	
52088	03.05.17	1 to 8	Kitchen items	PO not prepared	
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	2430 sft <i>part</i>	
52072	22.04.17	1	Cement jali	34 no	
52073	22.04.17	1	Kadapa stone	34 no	
		2	Kadapa stone	38no <i>LLP</i>	
52076	22.4.17	1	Carpentry flush door	42 no	
52078	27.4.17	1	mattress	1 no <i>Friday</i>	
			mattress	1 no <i>Friday</i>	
52081	02.05.17	1 to 8	stationary	10,2,2,5,20,20,20,20,1 ✓	
52083	02.05.17	1	plants	130 no ✓	
52084	03.05.17	1	Cement PSC	440 bags ✓	
52085	03.05.17	1	Curing pipe	6 bundles ✓	
52086	03.04.17	1	Ms sheet	5 sheets <i>Free</i>	
52087	03.05.17	1	Binding wire	100 kgs ✓	
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:			03.5.17		
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.

to Karan Mehta

(Signature)
(Signature)
(Signature)

Reply to remarks on requisition by site report.					
Prepared by:		Hari babu			
Date:		10.05.17			
Site:		Modi Realty Miryalguda LLP			
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
52088	03.05.17	Kitchen Items	Estimate to Md		
52071	22.04.17	Shabad stone	Part meterial delivery today		
52072	22.04.17	Cement jali	local purchase by site		
52073	22.04.17	Kadapa stone	local purchase by site		
52076	22.04.17	Flush doors	Delivery today		
52078	27.04.17	Mattress	Delivery on 12.05.17		
52081	02.05.17	Stationaery	Delivery today		
52083	02.05.17	Plants	Delivery today		
52084	03.05.17	Cement	Delivered on 09.05.17		
52085	03.05.17	Curing pipe	Delivery today		
52086	03.05.17	MS Sheet	Delivery on 12.05.17		
52087	03.05.17	Binding wire	Delivery today		

28/5/17

"for approval"

APPROVED BY
10 MAY 2017
KARNA MEHTA
DIRECTOR