

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

Company:	Modi Farm House(Hyd)LLp	Date:	10-10-2020	
Site:	Serene farms	Prepared by:	G.siva prasad	
Report From / To	03-10-2020 to 10-10-2020	Approved by:	Syed.Golam Sarwar	
Report Date	10-10-2020			
List of requisitions numbers missing in the report: NIL				
List of requisitions where PO/WO not prepared 3 working days after requisitions:				
Req No.	Req Date	Serial No of item in Req	Item Description	Reason for not preparing PO/WO
150375	24-09-20	1 to 3	Paper Rolls and Tissues	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
150389	07-10-20	1 to 3	Club house material	Supplier is arranging material
DC register Sl. No. during the week	From No.	NIL	To No	NIL
Items not ordered but received: NIL				
Items sent to HO /vendor that are pending for repair: NIL				
Other corrections & remarks: NIL				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign	Syed.Golam Sarwar	G.Sivaprasad		
Date	10-10-2020	10-10-2020		

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 office-s 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!

Prepared by:		T.D. Murthy			
Date:		16/10/2020			
Site:		Modi Farm House HYD LLP		Date	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered ?	material is not delivered - is delay justified?
150375	24/09/20	Paper Rolls and Tissues	Online purchase		
150389	07/10/20	Club House material	Stock at SSLLP, please collect it		

T.D. Murthy
16/10/20