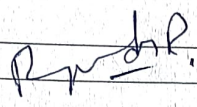


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Modi realty Mallapur LLP	Date:	12.12.2020
Site:	Gulmohar residency	Prepared by:	M.Likhitha
Report From / To	06.11.2020 to 12.12.2020 (Sunday to Saturday)	Approved by:	Ram Prasad
Report Date	12.12.2020		
List of requisitions numbers missing in the report*: 68559,68633,68632			
List of requisitions where PO/WO not prepared 3 working days after requisition:			
Req No.	Req Date	S.no	Item Description
68600	20.11.2020	1	Storage Racks
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
68578	10-11-2020	6	File folders
68603	23.11.2020	1	Bathroom mirror
68605	23.11.2020	2-3	Holes pass screws
68613	26.11.2020	1-18	PVC Pipe
68628	04.12.2020	1	Grills
68631	04.12.2020	1	Templates
68636	04.12.2020	1	Cleaning materials
68637	07.12.2020	1	Desk tray
68639	08.12.2020	1	PVC Pipe 1.2 mm
No. of gate passes issued this week:		02	From No. 1792 To No. 1793
Delivery van site visit on:		08.12.2020 (Tuesday) , 10.12.2020 (Thursday) ,	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?		Yes	
DC register Sl. No. during the week	From No.	1141	To No. 1171
Items not ordered but received: nil			
Items sent to HO /vendor that are pending for repair: 05 motors (Dewatering pumps)			
Other corrections & remarks:			
Details	Project Manager	Admin	Admin Audit

Sign		Officer/Manager	
Date			

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