

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

Company:	Modi Realty Miryalaguda LLP	Date:	12.12.2020			
Site:	AGH	Prepared by:	P. Anitha			
Report From / To	6.12.2020 to 12.12.2020	Approved by:	Zakir			
Report Date	12.12.2020					
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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO		
165099	24.08.2020	1	Swimming pool filter	Wo to be issue		
165221	6.12.2020	1	Ro plant shifting	Req. Sent for MD's approval		
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		
165122	12.09.2020	1,2	Black granite	80% received ; remaining will delevered by next week		
165125	15.09.2020	1 to 5	grills	20% received ; remaining will delevered by next week		
165177	23.10.2020	1	White cement	75% received ; remaining will delevered by next week		
165184	30.10.2020	1	sanitizer	Will be delivered by next week		
165187	30.10.2020	1 to 7	Al.windows	20% received ; remaining will delevered by today		
165190	9.11.2020	1,5	Al.windows	Will be delivered by today		
165197	11.11.2020	1 to 37	cpvc	75% received ; remaining will delevered by next week		
165198	11.11.2020	1 to 37	pvc	Will be delivered by next week		
165200	11.11.2020	1 to 37	pvc	75% received ; remaining will delevered by next week		
165201	11.11.2020	1 to 15	ecodrain	25% received ; remaining will delevered by next week		
165205	23.11.2020	1,2,3	Altek luppam	Will be delivered by next week		
165206	23.11.2020	1,2,3	Altek luppam	Will be delivered by next week		
165208	26.11.2020	1,2	Internal beeding	Will be delivered by today		
165211	26.11.2020	1	Hacksaw blade	Will be delivered by today		
165213	25.11.2020	1 to 5	Door frames	50% received ; remaining will delevered by next week		
165214	28.11.2020	1 to 9	Electrical wires	Will be delivered by tommorrow		
165217	3.12.2020	1 to 5	Sanitary material	No stock at sslp		
165218	3.12.2020	1 to 6	Tiles	90% received ; remaining will delevered by next week		
165219	4.12.2020	1	Al.service wire	Will be delivered by tommorrow		
165220	8.12.2020	1	Binding wire	Will be delivered by tommorrow		
165222	8.12.2020	1	recron	Will be delivered by tommorrow		
165223	9.12.2020	1,2	Painting material	Will be delivered by tommorrow		
No. of gate passes issued this week:		Nil	From No.	Nil	To No.	Nil
Delivery van last site visit on:		9.12.2020 (salman)				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes	
DC register Sl.No. during the week		From No.	12484	To No.	3357	
Items not ordered but received:						
Other corrections & remarks:						
Details		Project Manager		Admin Officer/Manager		
Sign		[Signature]		Admin Audit		
Date		12/12/20		[Signature]		

Notes: 1. • Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajakumar@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing