Prepared by:		T.D. Murthy			
Report Date		31/12/2020			
Site		Modi Farm House HYD LLP			
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
150375	24-09-2020	Paper Rolls and Tissues	Online Purchase		
List of requisitions Where PO/WO is prepared and items have not received at site					
150431	01-12-2020	Bottle Green Powder coated sheets	Monday delivery		

T.D. Murthy
31/12/20.

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

Company:	Modi Farm House(Hyd)LLp	Date:	26-12-2020
Site:	Serene farms	Prepared by:	G.siva prasad
Report From / To	19-12-2020 to 26-12-2020	Approved by:	Syed.Golam Sarwar
Report Date	26-12-2020		

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
150431	01-12-20	4	Bottle green ms sheet	Supplier is arranging materials

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	26-12-2020	26-12-2020	

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