

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

Company:	Modi realty Mallapur LLP	Date:	13.02.2021			
Site:	Gulmohar residency	Prepared by:	M.Likhitha			
Report From / To	07.02.2021 to 13.02.2021 (Sunday to Saturday)	Approved by:	Ram Prasad			
Report Date	13.02.2021					
List of requisitions numbers missing in the report*: 68692						
List of requisitions where PO/WO not prepared 3 working days after requisition:						
Req No.	Req Date	S.no	Item Description	Reason for not preparing PO/WO#		
68707	23.01.2021	1	coupler	Estimation sent to MD		
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 ^s		
68651	15.12.2020	2	PVC junction Box	PO NO - 73019 . Partly received no stock at sslp		
68656	16.12.2020	2	Country almond	PO NO - 73013 . delivary van delay		
68680	30.12.2020	1	Chimney	Po.No. 73488-supplier arranging for material		
68691	05.01.2021	1	WPC door frames	Po.No. 73621- supplier arranging for material		
68709	27.01.2021	1	MS Flat	Po.No. 74197- supplier arranging for material		
68714	29.01.2021	1	WPC door frames	Po.No. 74265- supplier arranging for material		
68723	02.02.2020	1	CPVC pipes	Po.No. 74477-supplier arranging for material Po.No. 74462- Monday delivery		
68724	03.02.2020	1	Luppum	Po.No. 74442- partly received		
68725	03.02.2020	1	Luppum	Po.No. 74443- partly received		
68735	05.02.2021	1	Stone Adhesive liquid	Po.No. 74501- partly received Po.No. 74553- partly received		
68740	08.02.2021	1	Pannel Doors	Po.No. 74636- Next week delivery		
68742	09.02.2021	1	CPVC Pipe	Po.No. 74679- Next week delivery		
68743	09.02.2021	1	Binding wire	Po.No. 74677- supplier arranging for material		
68744	09.02.2021	1	Concealed flush tanks	Po.No. 74649- Next week delivery		
68745	10.02.2021	1	MS Stand	Po.No. 74749- Next week delivery		
68749	10.02.2021	1	MS proportion boxes	Po.No. 74753- supplier arranging for materia		
No. of gate passes issued this week:		2	From No.	2713	To	2714

Delivery van site visit on:	09.02.2021(Tuesday), 11.02.2021 (thursday) , 13.02.2021 (saturday)
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Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes
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DC register Sl. No. during the week	From No.	1658	To No.	1737
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Items not ordered but received: nil

Items sent to HO /vendor that are pending for repair: 02 motors (Dewatering pumps)

Other corrections & remarks:

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	<i>[Signature]</i>	<i>[Signature]</i>	
Date	13/02/21	13/2/2021	

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 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!