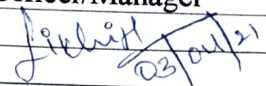


Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Modi realty Mallapur LLP	Date:	03.04.2021		
Site:	Gulmohar residency	Prepared by:	M.Likhitha		
Report From / To	28.03.2021 to 03.04.2021 (Sunday to saturday)	Approved by:	Ram Prasad		
Report Date	03.04.2021				
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	S.no	Item Description	Reason for not preparing PO/WO#	
68836	15.03.2021	1	Pre laminated sheets 12mm thickness		
68876	25.03.2021	1	Concealed flush tank		
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 ⁵	
68745	10.02.2021	1	MS Stand	Po.No. 74749- No stock at SSLLP	
68757	12.02.2021	1	Panel doors shutters	Po.No. 74798- No stock at SSLLP	
68758	12.02.2021	1	Panel doors shutters	Po.No. 74797- partly recieved No stock at SSLLP	
68782	22.02.2021	1	Pannel door shutters	Po.No. 75160- No stock at SSLLP	
68784	23.02.2021	1	Blanco white	PO NO - 75149 No stock at SSLLP	
68787	23.02.2021	1	Blanco white	PO NO - 75150 No stock at SSLLP	
68789	23.02.2021	1	3'X4' Templates	PO NO - 75211 No stock at SSLLP	
68800	24.02.2021	1	Panel doors	Po.No. 75174- No stock at SSLLP	
68826	09.03.2021	1	Regal beige	Po.No. 75511- No stock at SSLLP	
68827	09.03.2021	1	Regal beige	Po.No. 75686- No stock at SSLLP	
68841	16.03.2021	1	Bathroom tiles	Po.No. 75684- No stock at SSLLP	
68842	16.03.2021	1	Padlocks	Po.No. 75625- No stock at SSLLP	
68846	16.03.2021	1	PVC False ceiling white colour	Po.No. 75693- supplier arranging for material	
68847	17.03.2021	1	Janata Paste	Po.No. 75687- No stock at SSLLP	
68853	19.03.2021	1	granite	Po.No. 75805- Next week delivery	
68866	24.03.2021	1	CPVC FTA	Po.No. 75941 No stock at SSLLP	
68667	24.03.2021	1	6-way metal boxes	Po.No. 75944- No stock at SSLLP	
68868	25.03.2021	1	Safety shoe	Po.No. 75918 Raghu Sir to followup	
68877	01.04.2021	1	Granite	Po.No. 76087- No stock at SSLLP	
No. of gate passes issued this week:		0	From No.	Nil	To
Delivery van site visit on:		28.03.2021(sunday)OT, 30.03.2021(Tuesday), 01.04.2021(thursday), 03.04.2021 (saturday)			

Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes	
DC register Sl. No. during the week	From No.	3034	To No.	3085
Items not ordered but received: nil				
Items sent to HO /vendor that are pending for repair: 2 motors (submersible pumps)				
Other corrections & remarks:				
Details	Project Manager	Admin Officer/Manager	Admin Audit	
Sign				
Date	03/04/21	03/04/21		

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!