

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

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| Company: | Modi realty Mallapur LLP | Date: | 27.03.2021 |
| Site: | Gulmohar residency | Prepared by: | M.Likhitha |
| Report From / To | 21.03.2021 to 27.03.2021 (Sunday to saturday) | Approved by: | Ram Prasad |
| Report Date | 27.03.2021 | | |

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 | |

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 |
|---------|------------|---------------------------|--------------------------------|---|
| 68745 | 10.02.2021 | 1 | MS Stand | Po.No. 74749- No stock at SSSLP |
| 68750 | 12.02.2021 | 1 | Bathroom tiles | Po.No. 74787- No stock at SSSLP |
| 68751 | 12.02.2021 | 1 | Bathroom tiles | Po.No. 74788- No stock at SSSLP |
| 68757 | 12.02.2021 | 1 | Panel doors shutters | Po.No. 74798- No stock at SSSLP |
| 68758 | 12.02.2021 | 1 | Panel doors shutters | Po.No. 74797- partly recieved No stock at SSSLP |
| 68782 | 22.02.2021 | 1 | Pannel door shutters | Po.No. 75160- No stock at SSSLP |
| 68784 | 23.02.2021 | 1 | Blanco white | PO NO - 75149 No stock at SSSLP |
| 68787 | 23.02.2021 | 1 | Blanco white | PO NO - 75150 No stock at SSSLP |
| 68789 | 23.02.2021 | 1 | Templates | PO NO - 75211 No stock at SSSLP |
| 68795 | 24.02.2021 | 1 | PVC pipe | PO NO - 75159 . partly recieved no stock at ssslp |
| 68800 | 24.02.2021 | 1 | Panel doors | Po.No. 75174- No stock at SSSLP |
| 68804 | 25.02.2021 | 4 | PVC pipe s/socket | Po.No. 75261 partly recieved- No stock at SSSLP |
| 68809 | 02.03.2021 | 1 | Ventilators | Po.No. 75449,75499,75500- supplier arranging for material |
| 68825 | 09.03.2021 | 1 | Regal beige | Po.No. 75541- No stock at SSSLP |
| 68826 | 09.03.2021 | 1 | Regal beige | Po.No. 75511- No stock at SSSLP |
| 68827 | 09.03.2021 | 1 | Regal beige | Po.No. 75686- No stock at SSSLP |
| 68841 | 16.03.2021 | 1 | Bathroom tiles | Po.No. 75684- No stock at SSSLP |
| 68842 | 16.03.2021 | 1 | Padlocks | Po.No. 75625- No stock at SSSLP |
| 68845 | 16.03.2021 | 1 | PVC single socket pipe | PO NO - 75646. No stock at SSSLP |
| 68846 | 16.03.2021 | 1 | PVC False ceiling white colour | Po.No. 75693- supplier arranging for material |
| 68847 | 17.03.2021 | 1 | Roff adhesive | Po.No. 75687- No stock at SSSLP |
| 68853 | 19.03.2021 | 1 | granite | Po.No. 75805- Next week delivery |

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| 68854 | 20.03.2021 | 1 | CPVC | Po.No. 75802- Next week delivery | | |
| 68856 | 20.03.2021 | 1 | Wires | Po.No. 75804- Next week delivery | | |
| 68857 | 24.03.2021 | 1 | 40Amps Isolator | Po.No. 75809- Next week delivery | | |
| 68858 | 24.03.2021 | 1 | Roff adhesive | Po.No. 75799- No stock at SSLLP | | |
| 68863 | 24.03.2021 | 1 | Lappum | Po.No. 75888- Next week delivery | | |
| 68864 | 24.03.2021 | 1 | Lappum | Po.No. 75887- Next week delivery | | |
| No. of gate passes issued this week: | | 1 | From No. | 2721 | To | |
| Delivery van site visit on: | | 23.03.2021(Tuesday), 25.03.2021(thursday), 27.03.2021 (saturday) | | | | |
| Inward report (MRN/other) & stock report emailed in pdf format to purchase? | | | | | Yes | |
| DC register Sl. No. during the week | | From No. | 2082 | To No. | 3033 | |
| 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 | <i>R. V. dk</i> | | <i>Lishish</i> | | | |
| Date | 27/3/21 | | 27/3/21 | | | |

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!