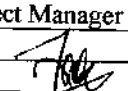


Remarks from site on the 'Requisition by Site Report of purchase division

Company:	Modi Realty Miryalaguda LLP	Date:	07.05.2021		
Site:	AVR Gulmohar Homes	Prepared by:	Md. Sheraaz		
Report From / To	29.04.2021 to 06.05.2021	Approved by:			
Report Date	07.05.2021				
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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO	
165364	03-05-2021	1 to 5	HDPE pipe	Po not issue	
165362	28-04-2021	1 to 6	Fisher plugs	Po not issue	
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	
165334	26.03.2021	1 to 7	Powder coated grills	70% received; remaining will delivered by next week	
165235	21.12.2020	1 to 8	Al. windows	90% received ; remaining will delivered by next week	
165250	4.1.2021	1 to 5	Door frames	90% received ; remaining will delivered by next week	
165257	5.01.2021	2	Pavers & parking tiles	80% received ; remaining will delivered by next week	
165275	12.01.2021	1to 10	TAN Brown Granite materials	Will be delivered by next week	
165310	22-02-2021	1 to 09	Panel door	80% received ; remaining will delivered by next week	
165347	16.04.2021	1 to 3	MS Railing	Ready for supplies	
16531	20.04.2021	1 to 2	Armored cable	Received by next week	
165313	23-02-2021	1 to 15	Eco Drain	90% received ; remaining will delivered by next week	
165319	10.03.2021	7,18,21	Con.	50% received ; remaining will delivered by next week.	
165323	11-03-2021	1	Tan Brown Granite	Ready for supplies	
165234	19-03-2021	1	Earth beige	Ready for supplies	
165325	19-03-2021	1 to 5	Country cafe	Ready for supplies	
No. of gate passes issued this week:		From No.	No	To No.	No
Delivery van last site visit on:		06.05.2021			
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl.No. during the week	From No.	14618	To No.	14633	
Items not ordered but received:					
Other corrections & remarks:					
Details	Project Manager	Admin Officer/Manager	Admin Audit		
Sign					
Date					

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