Prepared by:		T.D. Murthy			
Report Date		23-07-2021		_	
Site		Modi Farm House HYD LLP			
List of requisiti	ons Where PO/	WO not prepared 3 working days after re	equisition:		
Requisition No	Requisition Date	Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered is delay justified?
Nil	Nil	Nil	Nil	Nil	Nil
List of requisit	ions Where PO	/WO is prepared and items have not recei	ived at site		
150551	28 06 2021	Swimming Pool chemicals	Next week delivery		
150552		House Keeping materials	Next week delivery		
130332	28-00-2021	Tiouse Recepting materials			
96.					
				_	
		100			
		100			

T.D. Mccecely

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

Company:	1	Modi farm house(hyd	d)llp D	ate:	17.07.20	121	
		Serene farms		repared by:	17-07-2021 G.siva prasad		
		0-07-2021 to 17-07-		pproved by:		am sarwar	
Report Date 17-		7-07-2021	2	pproved by.	Syeu gon	ani sarwar	
List of requ	uisitions numb	pers missing in the re	eport*:				
List of requ	uisitions wher	e PO/WO not prepar	ed 3 working da	vs after requisiti	on:		
Req No.	Req D	Date SI. Of	Ite	Item Description		eson for not propering DOAYO#	
		requisition	1	in Bescription	Kea	Reason for not preparing PO/WO#	
List of requ	isitions where	e PO/WO is prepared	and items have	not been receive	d at site herrond	the lead time	
Req No.	Req D	ate Serial no o	Serial no of Iten		Deta	tails of discussion with supplier\$	
		item in Rec		n Description Deta			
150551	28-06-	-21 1	TCCA-90	TCCA-90		Supplier is arranging materials	
150552	28-06-	21 3,4	Housekeepi	ng items Si		upplier is arranging materials	
						FF 10 urranging materials	
No of mate		1:					
Delivery ve	passes issued n site visit on:	this week:	Nil	From No.		o No.	
Inward range	n site visit on:	.) 0 (1			15/07/21		
Tiwaru repo	it (WKN/otne	r) & stock report em	ailed in pdf form	at to purchase?		Yes / No	
	dered but rece						
	ctions & rema						
Sl. No	eel & cement						
51. NO	Tor size	Wt per mtr	Wt. for 12 mtr	Stock at site	Stock at site in Previous stock in Kgs		
1.	0	kgs	rod – kgs	- no of rods	Kgs	-8-	
2.	8mm	.395	4.74		-		
3.	10mm	.617	7.404		-	- 4	
4.	12mm	.89	10.68		-		
5.	16mm	1.58	18.96		-	-	
6.	20mm	2.47	29.64		-		
7.	25mm 32mm	3.86	46.32		- 1	-	
8.		6.32	75.84	-	-		
OPC stock	Binding wir						
JF C SLOCK	nil	OPC last weeks stock	nil	PPC/PSC stock	Nil	PPC/PSC last nil	
Details			Project Manager		r/Managar	weeks stock	
Sign		Jermanage		Admin Office	1/1vianager	Admin Audit	
ngn							

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <u>purchase@modiproperties.com</u>, <u>ashaiya@modiproperties.com</u> and <u>rajkumarn@modiproperties.com</u> on every Saturday. 3. Admin offices shall not leave the site without ompleting 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!