

Company:	Modi Realty Miryalaguda LLP		Date:	23-08-2021	
Site:	AVR Gulmohar Homes		Prepared by:	Zakir	
Report From / To	14-08-2021 to 21-08-2021		Approved by:		
Report Date	21-08-2021				
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	
165413	14-07-2021	1 to 10	Panel doors clubhouse	PO to be issue	
165444	20-08-2021	1	Altek Lappam	PO Not found	
165445	20-08-2021	1 to 4	Plants	PO Not found	
165446	20-08-2021	1	Cement bags	PO Not found	
165447	21-08-2021	1	Tendur Stone	PO Not found	
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	
165376	28-05-2021	1	Video door phone	Ready to supplies	
165383	05-06-2021	3	S.C.Grigio	90% material received at site	
165397	21-06-2021	1 to 2	Flat patti L angle	80% material received at site	
165411	03-07-2021	1	Villa no.70 tiles	70% received ; remaining will delivered by next week	
165412	03-07-2021	1	Villa no.60 tiles	Ready to supplies	
165423	26-07-2021	1 to 6	Z angle templates	Ready to supplies	
165426	26-07-2021	1 to 5	Gate	Ready to supplies	
165427	26-07-2021	1 to 3	Villa no.18 tiles	Ready to supplies	
165431	26-07-2021	1 to 6	Window grills	Ready to supplies	
165437	28-07-2021	1 to 03	SS screws	Ready to supplies	
165439	21-08-2021	1	Vitrified tiles	Ready to supplies	
165440	17-08-2021	1 to 41	CPVC materials	Ready to supplies	
165441	17-08-2021	1 to 38	PVC Materials	Ready to supplies	
165442	18-08-2021	1	SS Screws	Ready to supplies	
165443	18-08-2021	1	Earth Grey Light	Ready to supplies	
No. of gate passes issued this week:			Have	From No.	1435 To No. 1438
Delivery van last site visit on:			12-08-2021		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				Yes	
DC register Sl.No. during the week		From No.	14789	To No.	14800
Items not ordered but received:					
Other corrections & remarks: We have send 2.5HP Submersible pump for repairing purpose to SVR pump service center.					
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, ashayya@modiproperties.com and rajakumari@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!