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

Company: Mod		Modi r	di reality pocharam LLP		Date:			09.10.2021		
The second secon			giri heights		Prepared by:			S.Sharvani		
14116			10-21 to 09-10-21		Approved by:			G.Vijay raj		
			10-2021				1011		Will the state of	
List of requ	isitions min	nhers m	issing in the ret	port*:		-12				
List of requ	isitions who	ere POA	WO not prepare	d 3 working	days	after requis	ition:		PO/WO#	
Req No. Req Da		Data	te Serial no of		Item Description		Reason for not preparing PO/WO#			
Req		item in Req					Sent to MD's approval			
181725 05.10.2		0.21			mpond wall grill		yed at site beyond the lead time: Details of discussion with suppliers			
List of requ	isitions whe	ere PO/	VO is prepared	and items ha	ve no	t been recei	ved a	at site beyond t	discussion with suppliers	
Req No. Req Date		Date	Serial no of I		em Description			Details of o	discussion with sapple	
		item in Re				•	Line Line			
181703 13.09.21		921	1-3	Al windows		lows	Ready with supplier			
181708 15.09.2			1	dimmis		is	Ready with supplier			
181721 04.10.21			1	CC rings			Loc	Local purchase		
181722			1-7	Plumb	Plumbing material		Rea	Ready with supplier		
181723			1. 11000	a water	TDS meter		Supplier arranging for material			
	181724 07.10.21		1&4		Wires		Rea	Ready with supplier		
No. of gate passes issued this						From No.		To No.		
Delivery var	site visit o	n:		05.10.2	1		. 1		77	
Inversity val	+ (MDNI/ot	her) & s	tock report ema	ailed in pdf fo	ormat	to purchase	?		Yes	
mwara repo	it (IVIICIVOL	ner) as	50 9 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	Tage To the A		N. N. C. and St.	n. W	King T. L. Sev.		
Items not or	dered but re	porker	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				107		e day	
Other correct	tions & ren	nt stock	Carried Carried	& Assault	je E	The Allen	V all	A BANKET BELLEY	1: 7	
Details of steel & ceme		nt stock	Wt per mtr	Wt. for 12 mtr		Stock at site		Stock at site in Previous stock in Kgs		
Sl. No	Tor size	13.2	kgs	rod – kgs		– no of roc	ds Kgs		Man 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	0mm	The same of	.395		4.74	1020		4773.60	726	
1. 15	8mm	Chicken in	.617		404	678	5017.20		130	
2.			.89		10.68 930			9932.4		
3.1		State of the second	1.58		8.96	318		6029.28		
4.	16mm	Cabby b	2.47		9.64	28		829.92		
5.73	20mm		3.86	46.32		7	324.24			
6,	25mm	5 242 3	6.32		5.84	Frank Property				
7.	32mm	vire	0.52		1 3	500		500		
8.	Binding v	viie /	OPC last		31, 124	PPC/PSC	Maj j	462	PPC/PSC last -	
OPC stock	Trade.		weeks stock			stock			weeks stock	
The state of the s			Project Manager		Whi.	Admin Officer/I		Manager	Admin Audit	
Details			1 Toject Wanaga			A L W			1 my	
Sign			09.10.2021			09.10.2021				
Date		1.0	09.10.2021			this report to purchase@modiproperties.com, ashaiya@modiproperti			and and incongreties com	

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 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!