Prepared by:		T.D. Murthy				
Report Date		04-12-2021				
Site		Modi Farm House HYD LLP				
List of requisit	tions Where PO	/WO not prepared 3 working days after re	equisition:			
Requisition Requisition No Date		Material Descscription	Purchase Officer - Remarks	Material delivered?	If material is not delivered is delay justified?	
Nil	Nil	Nil	Nil			
List of requisit	tions Where PO	/WO is prepared and items have not recei	ved at site			
150599	01-11-2021	Moping Stick	Next week delivery			
	× ·					

T.D. Mund

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

Compa	ny:	Modi farm	house(ivd)lln	Date:				
Site:		Serene farr	Serene farms				27-11-2021		
			21-11-21 to 27-11-202		Prepared by:	G.S	Siva pras	prasad	
Report Date		27-11-2021	27-11-2021		Approved by:	Sye	d golan	sarwar	
List of	requisitions no	mbere micein	a in the					***************************************	
List of	requisitions w	here PO/WO	g in the	report :			- Michigan - Commission - Commi		***************************************
Req	No. Re	Date	re PO/WO not prepared 3 working Date SI. Of			ition:	*****************************	***************************************	
		y Duite	equisiti		Item Description		Reason for not preparing PO/W		
List of re	quisitions wh	ere PO/WO is	prepar	ed and items hav	e not been receiv	vod ab site d			
Req N	o. Req	Req Date Serial no of		of I	d items have not been received at site beyond the lead time: Item Description Details of discussion with sur				
		ite	item in Req.		item Description		Details of discussion with supplie		
150599	01-1	1-21	5		Mopping sticks				
					Wopping sticks		Supplier is arranging materials		
No. of gat	e passes issue	d this week:		Nil					
Delivery v	an site visit o	n:			From No.		To No		
inward rep	ort (MRN/otl	er) & stock r	enort er	nailed in adfig	nat to purchase?	25/11/	21		
tems not o	ordered but re	reived:	oport cr	named in put ton	nat to purchase?			Yes/No	
Other corre	ections & rem	arks:							
etails of	steel & cemen	t stock							
L No	Tor size			T 171. 0 . 10					
	TOI SIZE	Wt per kgs	mur	Wt. for 12 mt rod – kgs	Stock at site - no of rods	Stock at s Kgs	ite in	Previous stock in Kgs	
1.	8mm		.395	4.7	4 -	-			
2.	10mm		.617	7.40		1		•	
3.	12mm		.89	10.6				•	
4.	16mm		1.58	18.90				-	
5.	20mm		2.47	29.64				•	
6.	25mm		3.86	46.32		•		•	
7.	32mm		6.32	75.84		-		•	
8.	Binding wi	re e	0.00	73.04	-	-			
°C stock	stock nil (OPC last nil weeks stock		PPC/PSC stock	Nil	PP	C/PSC last	nil
tails		Project N				0.4		eks stock	
n					Admin Officer	/Manager	Adı	min Audit	
te		27-11-20	21		27-11-2021				
s: 1. * Send	s copy of the mis	ing requisitions to	Purchase	immediately 2 Can	d this report to purch:				

Notes: 1. *Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <u>purchase@modiproperties.com</u>. ashaiya@modiproperties.com and raikumarn@modiproperties.com overy 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 & Foreign training the items 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!

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certified by

G-Siva prosad

Modi Fami House (Hyd) I LC