Prepared by:		T.D. Murthy			
Report Date		18-12-2021			
Site		Modi Farm House HYD LLP			
List of requisit	tions Where PO/	WO not prepared 3 working days after re	equicition		
No	Requisition Date	Material Desescription	Purchase Officer - Remarks	Material	If material is not delivered
Nil	Nil	Nil	Nil	delivered?	is delay justified?
List of requisit	ions Where PO/	WO is prepared and items have not receive	ved at site		
150599	01-11-2021	Moping Stick	Next week delivery		
			Total Week delivery		
_					
	_				
8					
	-				

J.D. Maring

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

Company	Company: Me		farm house(h)	d)llp r	Date:	11-12-2	021		
Site: Se		Seren			repared by:	G.Siva			
Report From / To 04		04-12	2-2021 to 11-12		pproved by:			lam sarwar	
Report Date 11		11-12	-2021		pproved by:	B) ca go	10777 3007 77 01		
List of red	quisitions nur	nbers i	missing in the r	eport :					
List of rec	quisitions wh	ere PO	/WO not prepa	red 3 working de	we after requirit	ion:			
Req No. Req Da		Date	Sl. Of requisition	Ite	working days after requisition: Item Description		Reason for not preparing PO/WO#		
List of rec	quisitions who	re PO	WO is prepare	d and items have	not been receive	ed at site beyon	d the lead time:		
red ive	No. Req Dat		item in Req.		m Description Des		ails of discussion with supplier		
150599	150599 01-11-2		1 6 M		opping sticks S		supplier is arranging materials		
***************************************								<u> </u>	
No. of gate	passes issue	d this v	week:	Nil	From No.		o No.		
Delivery va	an site visit o	1:				25/11/21	o No.		
nward repo	ort (MRN/oth	er) &	stock report en	nailed in pdf form	at to purchase?	25/11/21	Yes / No		
	rdered but re				To provide the second s		1 es / No		
	ctions & rem		***************************************						
	teel & cemen								
il. No	Tor size		Wt per mtr kgs	Wt. for 12 mtr rod – kgs	Stock at site - no of rods	Stock at site Kgs	in Previous s	Previous stock in Kgs	
1.	8mm		.395	4.74	1	-	-		
2.	10mm		.617	7.404		-			
3.	12mm		.89	10.68		-			
4.	16mm		1.58	18.96		-	-		
5.	20mm		2.47	29.64	-	-			
6.	25mm	•	3.86	46.32	-	-			
7.	32mm		6.32	75.84	-	-			
8.	Binding wi	re							
PC stock	nil	(OPC last veeks stock	nil	PPC/PSC stock	Nil	PPC/PSC last weeks stock	nil	
tails			Project Manager		Admin Officer/Manager				
gn						anager	Admin Audit		
te	e		11-12-2021		11-12-2021				
					11-12-2021				

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