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

| Site: A Report From / To | | Modi Realty Miryalguda LLF | | | Date: 14-03-2022 | | | | | |
|--------------------------------------|------------|---|----------------|---------------------|---|----------|-------------------------------------|------------|--------------|--|
| | | | Gulmohar Ho | | Prepared by: Approved by: | | Zakir | | | |
| | | 08-03 | -22 to 14-03-2 | 2022 | | | | | | |
| | | 14-03-2022 | | | Approved by: | | | | | |
| List of requis | itions n | umbers | missing in the | a ranort: | | | | | | |
| List of requis | itions w | here P | O/WO not nre | pared 3 wor | king days ofter se | iiiii | | | | |
| Req No. | Rea | ions where PO/WO not prepa Req Date Serial no of | | | Item Description | | | | | |
| | | | item in Re | | nem Bescription | | Reason for not preparing PO/WO | | | |
| 165580 | 11-02-2022 | | 1 | | Pressure Machine | | PO not issue | | | |
| | | | | | * | | | | | |
| List of requi | sitions | where I | PO/WO is prep | pared and ite | ems have not been | receiv | ed at si | ite beyon | d the lead | |
| Req. No. | Req. Date | | Serial no o | | Item Description | | Details of discussion with supplier | | | |
| 165550 | 23-12-2021 | | 6 | Al. fixe | Al. fixed windows | | 95% Received | | | |
| 165570 | 29-01-22 | | 1 | Windo | ws grill | 95% | 5% Received | | | |
| 165572 | 31-01-22 | | 1 to 9 | Panel d | oor | 70 9 | 0 % Received | | | |
| 165582 | 28-02-22 | | 1 | MS Ra | MS Railing | | Ready to supplies | | | |
| 165584 01-03-2 | | -22 3 & 5 | | CP iten | CP items for clubhouse | | Ready to supplies | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | - | | | | |
| | | | | _ | | - | | | | |
| | | | | | | - | | | | |
| | | | | | | | | | | |
| | | | | - | | | | | | |
| | | | | | | - | | | | |
| | | | | | | + | | | | |
| | | | | | | | | | | |
| | - | | | | | | | | | |
| No. of gate passes issued this week: | | | | Have | From No. | 9902 | 2 | To No. | 9903 | |
| Delivery van l | ast site | visit on | | | 09-03-2022 | | | | | |
| nward report | (MRN/ | other) & | stock report | emailed in p | df format to | | | Yes | • | |
| urchase? | No du | ring the | week Fro | om No. 15 | 5189 | | To N | o. 1519 | 96 | |
| OC register Sl. tems not order | No. ou | receive | | M 110. 1. | 7.03 | | | | | |
| ther correction | ns & re | marks: | •• | | | | | | | |
| ALLEY COLLEGE | | | | | 4.1-1-000-a-A | anagar | Adı | nin Audi | • | |
| octaris - | | roject Manager | | Admin Officer/Manag | | Adi | inii Audi | • | | |
| ign | | - | di | | | | | | | |
| ate | | | | | nmediately, 2. Send to every Saturday, 3. A | hie meno | rt to pu | re hase@me | diproperties | |

Notes: 1. Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase the site without ashaiya@modiproperties.com and rajkumarn@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 completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily 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, Local purchase. For MDs approval input, 8. \$ 7. #Suggested remarks – For technical details from site, For negotiations, Local purchase. For MDs approval input, 8. \$ 9. #WO - under fishrication, WO - under fishrication, WO - under fishrication, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, 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!