

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

Company:	Mehta & Modi Realty kowkur LLP	Date:	13-06-2020
Site:	GHT	Prepared by:	N.SHRAVYA
Report From / To	07-05-2020 to 13-06-2020	Approved by:	A.SURESH
Report Date	13-06-2020		
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
140231	01-06-2020	1	Liquid soap dispenser nad l
			Reason for not preparing PO/WO*
			PO to be issued
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
140210	13-05-2020	1	Inter locking bricks
			Details of discussion with supplier ⁵
			PO 67178 supplier will deliver material when we required at the site
140235	10-06-2020	1	Zycosil
			PO No. 67884 we will get it from SLLP
No. of gate passes issued this week:		0	From No.
			To No.
Delivery van site visit on:		08.06, 12.06.2020	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	10445	To No. 10448
Items not ordered but received: NIL			
Items sent to HO /vendor that are pending for repair: NIL			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	13-06-2020	13-06-2020	

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

APPROVED BY

13 JUN 2020

A. SURESH
PROJECT MANAGER

Certified by:

N. Shrayya
Asst. Engineer
MEHTA & MODI REALTY KOWKUR LLP