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

				** 11	Dot	Α.	25	5.07.	2020		
Company:		Modi Reality Genome Valley LLP			ey Date: Prepared by:						
							P	Pushpalatha			
Site:		BRGV,	8.07.2020 to 24.06.2020			proved by:					
Report From /		.07.2020 to 24.00.2020									
Report Date		1		report*							
ist of requisi	tions n	umbers m	VO not pret	nared 3 worl	king da	ays after requi	sition:				DOMIO#
ist of requisitions numbers m ist of requisitions where PO/ Reg No. Reg Date					em De	scription	Reason for not preparing PO/WO#				
Req No.	1100			Pro	Proportion boxes		Po not Issuue				
94718	21.0	7.2020									
				1 1:4-	as hove	e not been rec	eived at s	ite b	eyond the	lead	time:
List of requis	sitions v	where PO/	WO is prep	ared and itel	Mult	i meter	By Mo	nday	it will be	Del	ivered
94702 01.0		07.2020									
04702	01	.07.2020			Tool kit			By Monday it will be Delivered			
94703					Borewell casing		By We	By Wednesday it will be Delivered			
94710	10.	07.2020						By Tuesday it will be Delivered			
94715	15.0	.07.2020			Umbrella						
94716	15.0	07.2020		Safety shoe			By Tuesday it will be Delivered				
71720		.07.2020			Sanitizer		By Today it will be Delivered				
94122		.07.202									
							-				
							1				
				Nil	1	From No.			To N	0.	-
No. of gate passes issued this week:					18 th , 20 th , 22 nd , 23 rd , 24 th						
				18	, 20 ,	C	chase?	V	es		
Inward rep	ort (M	RN/other)	& stock rep	ort emailed	in pdf	format to pur	chase:		To No.	10	45
DC registe	r SI N	o during t	he week	From No.	. 1	.041			10110.	10	-
	1 1	but raceix	red Nil							_	
Items not o	to HO	/vendor th	at are pendi	ing for repair	r: Nil					-	
Other corr	ections	& remark	S:				/) f = = = =	05	Admin	Andi	t
Other corrections & remark			Project M	anager		Admin Officer/		el	Admin	iuui	
Details			Md Salma			pains	9				
Sign			Man &	200		25.07.2020 immediately. 2.					
Date			25 07 202	7()		23.01.2020				00000	modinropertie

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com and raikumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without some shall be a 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 remarks – For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks - Ready remarks – Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not 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, 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' 9. Purchase to send reply to this report within one week. 11. Follow up for WO is the responsibility of engineers at site – purchase to write 'NA' 9. Purchase to send reply to this report within one week. 12. Follow up for WO is the responsibility of engineers at site – purchase to write 'NA' 9. Purchase to send reply to this report within one week. 12. Follow up for WO is the responsibility of engineers at site – purchase to write 'NA' 9. Purchase to send reply to this