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

				1-		08-08-20	)20	
Company:	N	Aehta & M	Iodi Realty	Date:		00-00 2020		
		kowku		Duamanad by:		N.SHRAVYA		
Site:		GHT		Prepared by:		A.SURESH		
Report From / 02-0		08-2020 to 08-08-2020		Approved by:				
Penort Date		08-08	-2020					
		bers miss	ing in the repo	ort*:				
list of requ	isitions whe	re PO/WO	) not prepared	3 Working days are	er requisition:	at proporing	PO/WO#	
Req No. Req Date		Seria	l no of	item Description	1 1			
- 1 0	: '4' wh	PO DO/W/	) is prepared a	and items have not be	en received at si	te beyond the lea	ad time:	
List of requ	isitions wile	Soria	l no of	Item Description	Details of	on received at site beyond the lead time:  Details of discussion with supplier\$		
Req No.	Req Date		m in					
		R	eq.		PO No. 69393 we will get it from SSLLP			
140253	31-07-202	20	1 R	CC Cube moulds	PO No. 69393	56 Galara will bring material of		
140254	31-07-202		1	CC Rings	Tuesday	.69356 Selva will bring material or y 1918 To No. 1918		
0		and this we	ek. (	From No.	1918			
.No. of gat	e passes issu	ied this we	CK.	71.0	08-08-2020			
Delivery v	an site visit	on:	als manage am	ailed in ndf format to	purchase?		Yes	
Inward report (MRN/other) & stock report ema				10471		To No.	10473	
DC register Sl. No. during tweek		ring the	From No.	10471				
Itoms not	ordered but	received:	NIL					
Items sent	to HO /vene	dor that are	e pending for	repair:				
				Admin Officer/Manager		Admin Aug	Admin Audit	
Details		Projec	t Manager	Admin Omcei/N	lanager			
Sign		00.00	2020	08-08-2020				
Date		08-08-	2020	00-00-2020		and to nurchase@i	modinroperties	

Notes: 1. \* Send a copy of the missing requisitors to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>, and rajkumar@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing ashaiya@modiproperties.com and rajkumar@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!

Certified by:

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

APPROVED BY

1 8 AUG 2020

A. SURESH
PROJECT MANAGER

Reply to rem	arks on requis	ition by site	report.			
Prepared by:		MINISH				
Report from/		26.07.2020	TO 01.08.2020			
Report Date		07.08.2020			Date	08-8-207
Site:		GHT			Remarks by Shiva Krishna	
Requisition No	Requisition Date		Material Descscription	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requis	itions where I	O/WO not p	repared 3 working days after requisitions			
		NIL				
List of requis	itions where F	PO/WO is pro	epared and items have not been received	at site beyond the lead time:		
		NIL				
		12.5				
	100					

Ja

APPROVED BY

0 8 AUG 2020

A. SURESH PROJECT MANAGER Certified by:

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