

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

Company:	Mehta & Modi Realty kowkur LLP	Date:	17-08-2020
Site:	GHT	Prepared by:	N.SHRAVYA
Report From / To	09-08-2020 to 15-08-2020	Approved by:	A.SURESH
Report Date	17-08-2020		
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
			Reason for not preparing PO/WO#
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
			Details of discussion with supplier\$
140253	31-07-2020	1	RCC Cube moulds
140254	31-07-2020	1	CC Rings
140258	11-08-2020	1	Acrylic sheet frame with sheet
.No. of gate passes issued this week:		0	From No.
Delivery van site visit on:		13-08-2020	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	10474	To No. 10476
Items not ordered but received: NIL			
Items sent to HO /vendor that are pending for repair:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	17-08-2020	17-08-2020	

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

APPROVED BY
17 AUG 2020
A. SURESH
PROJECT MANAGER

Certified by:

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

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APPROVED BY
17 AUG 2020
A. SURESH
PROJECT MANAGER