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

Company:	Mehta & Modi Realty kowkur LLP	Date:	24-08-2020
Site:	GHT	Prepared by:	N.SHRAVYA
Report From / To	16-08-2020 to 22-08-2020	Approved by:	A.SURESH
Report Date	24-08-2020		

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#
140259	13-08-2020	1	MS Round pipe	PO to be prepared
140260	17-08-2020	1	Flat files	PO to be prepared
140262	19-08-2020	1	Coffee powder	PO to be prepared
140263	19-08-2020	4	White tapes	PO to be prepared
140264	19-08-2020	1	Face masks	PO to be prepared
140265	20-08-2020	4	Green Hose Pipe	PO to be prepared

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	PO No. 69393 we will get it from SSLLP
140254	31-07-2020	1	CC Rings	PO No.69356 Selva will bring material on Tuesday
140258	11-08-2020	1	Acrylic sheet frame with sheet	PO No.69611 we will get it from SSLLP
140261	19-08-2020	1	MS Square pipe	PO No. 69741 we will get it from SSLLP

No. of gate passes issued this week:	0	From No.		To No.	
Delivery van site visit on:	17-08-2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	-	To No.	-	
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	24-08-2020	24-08-2020	

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
24 AUG 2020
A. SURESH
PROJECT MANAGER

Certified by:
N. Shravya
Asst. Engineer
MEHTA & MODI REALTY KOWKUR LLP

Reply to remarks on requisition by site report.					
Prepared by:		MINISH			
Report from/to		09-08-2020 TO 15-08-2020			
Report Date		24-08-2020		Date	24/08/2020
Site:		GHT		Remarks by Shiva Krishna	
Requisition No	Requisition Date	Material Desceription	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions where PO/WO not prepared 3 working days after requisitions					
140253	31-07-20	RCC Cube Moulds	Size Required Not Avaiable	NO	
140254	31-07-20	CC Rings	Delivery Will be Done Tommorrow	NO	
140258	11-08-20	Acrylic Sheet frame with sheet	Avaiable at SSLLP Please Collect	NO	

APPROVED BY
24 AUG 2020
A. SURESH
PROJECT MANAGER

Certified by:
N. Shravya
Asst. Engineer
MEHTA & MODI REALTY KOWKUR LLP