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

The second secon									
ESR,	ESR, Annojiguda LLP		Date:		29.08.2020				
East S	East Side residency			Prepared by:		5	S.Sharvani		
Report From / To 23-08-2020 to 29-08-2020		08-2020	Approved by:		Vijay Raj				
Report Date 29-08-2020			100						
tions numbers	missing in th	пе героп	t*:						
tions where PC	O/WO not pro	epared :	3 wor	king da	ys after requis	ition:			
Req Date	Serial no of item in Req.		Item Description			Reason for not preparing PO/WO#			
14.08.2020	020 1&2		MI cameras			1000	Online purchase		
20-08-2020	-2020 1-4		Steel lunch plates			For MD's approval			
tions where PC	)/WO is prep	pared an	d iten	ns have	not been recei	ved at si	te beyond th	he lead time:	
Req Date	Date Serial no of item in Req.		Item Description			Details of discussion with supplier			
15-05-2020	1		Flat files			Supplier not contacted			
Gate pass issued in this week			-		From no Nil		to	Nil	
site visit on:	THE REAL PROPERTY.		26.08	3.2020		HISTORY			
(MRN/other)	& stock repor	rt emaile	ed in	pdf forr	nat to purchase	?		Yes	
DC register Sl. No. during the week From			No.	1175			To No.	1176	
ered but receive	ed: Nil			1000					
HO /vendor tha	t are pending	g for rep	air: N	Vil					
ons & remarks	: Req No-13	0107 ma	aterial	receive	ed without DC	But PO	not receive	d till now.	
Details Project Manager				Admin Officer/Manager			Admin Audit		
Sign G. Vijay Raj				S.Sharvani					
Date 29-08-2020		29-08-2020							
	East Solutions 23-08 29-08 tions numbers tions where PC Req Date 14.08.2020 20-08-2020 tions where PC Req Date 15-05-2020 ted in this week site visit on:  (MRN/other) & Control of the red but received the received	East Side residence To 23-08-2020 to 29- 29-08-2020  tions numbers missing in the tions where PO/WO not provided in the serial nation item in 14.08.2020 1&2 20-08-2020 1-4 tions where PO/WO is prepared Req Date Serial nation item in 15-05-2020 1  Red in this week site visit on: (MRN/other) & stock report in the serial nation item in 15-05-2020 1  Red in this week site visit on: (MRN/other) & stock report in the serial nation item in 15-05-2020 1  Red in this week site visit on: (MRN/other) & stock report in the serial nation item in 15-05-2020 1  Red in this week site visit on: (MRN/other) & stock report in the serial nation item in 15-05-2020 1  Red in this week site visit on: (MRN/other) & stock report in the serial nation in 15-05-2020 1  Red in this week site visit on: (MRN/other) & stock report in the serial nation in 15-05-2020 1  Red in this week site visit on: (MRN/other) & stock report in the serial nation in 15-05-2020 1  Red in this week site visit on: (MRN/other) & stock report in 15-05-2020 1  Red in this week site visit on: (MRN/other) & stock report in 15-05-2020 1  Red in this week site visit on: (MRN/other) & stock report in 15-05-2020 1  Red in this week site visit on: (MRN/other) & stock report in 15-05-2020 1  Red in this week site visit on: (MRN/other) & stock report in 15-05-2020 1  Red in this week site visit on: (MRN/other) & stock report in 15-05-2020 1  Red in this week site visit on: (MRN/other) & stock report in 15-05-2020 1  Red in this week site visit on: (MRN/other) & stock report in 15-05-2020 1  Red in this week site visit on: (MRN/other) & stock report in 15-05-2020 1  Red in this week site visit on:	East Side residency  23-08-2020 to 29-08-2020  29-08-2020  tions numbers missing in the reportions where PO/WO not prepared  Req Date Serial no of item in Req.  14.08.2020 1&2  20-08-2020 1-4  tions where PO/WO is prepared and  Req Date Serial no of item in Req.  15-05-2020 1  ted in this week  site visit on:  (MRN/other) & stock report emailed the stock report emailed	East Side residency To 23-08-2020 to 29-08-2020 29-08-2020 tions numbers missing in the report*: tions where PO/WO not prepared 3 wor Req Date Serial no of item in Req. 14.08.2020 1&2 20-08-2020 1-4 tions where PO/WO is prepared and item Req Date Serial no of item in Req.  Req Date Serial no of item in Req.  15-05-2020 1 Flat for the site visit on: (MRN/other) & stock report emailed in part of the stock report emailed in p	East Side residency / To 23-08-2020 to 29-08-2020 apply 29-08-2020 tions numbers missing in the report*:  tions where PO/WO not prepared 3 working day remarks: Req No-130107 material received: Nil Project Manager Adres (S. Vijay Raj (S. S.))	East Side residency	East Side residency	East Side residency	

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <a href="mailto:purchase@modiproperties.com">purchase@modiproperties.com</a>, <a href="mailto:ashaiya@modiproperties.com">ashaiya@modiproperties.com</a> and <a href="mailto:rajkumarn@modiproperties.com">rajkumarn@modiproperties.com</a> 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!



