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

Company:		Mehta & Modi Realty kowkur LLP			D	Date:			05-09-2020		
		GHT .			Prepared by:		N.SHRAVYA				
Site:				-	Approved by:		A.SURESH				
toport 110111		-2020 to 05-08-2020		1							
Го			05.00.20	020	+						
Report Date			05-09-2	020 41 man	out*.						
List of requ	isitions	number	s missing	in the rep	1 2 .	working days of	ter requisition:				
ist of requisitions where PO/WO not prep				ot prepared	Item Description		Reason for not preparing PO/WO#				
Reg No. Re		Date	Serial no of		tem	Description	Rouson for nov parpare				
			item in	Req.	1 1' lana nat		been received at site beyond the lead time: Details of discussion with supplier ^{\$}				
List of requ	isitions	s where	PO/WO i	s prepared	and	items have not t	Details	of discus	sion with si	ınnli	er\$
Req No. Re		Date	Serial n	0 01	tem	Description	Details of discu		ussion with supplier\$		
reqrioi			item	in							
			Req				PO No. 69393 we will get it from SSLLP				
140253	31-0	7-2020	1	R		Cube moulds	PO No. 69393 we will get it from 55552 PO No.69356 ,Today we are going to collect				
140254		7-2020	1		CC Rings		PO No.09356, Today we are going to conte				
140254	5.0.2.20						the material				
140260	17-0	8-2020	1		Flat files		PO No. 69888 Promotions to follow up PO No. 69814 Supplier Gowtham Enterprises				
140262		8-2020	1		Coffee powder PO No. 69		PO No. 6981	4 Supplier Gowliam Enterprise			
140202	17 00 2020						we will get it from them on monday PO No. 69939 we will get it from SSLLP				
140268	26-0	8-2020	1		MS	Tree Guard		9 we wi	ll get it from	1 33	1922
No. of gate			this week		0	From No.	1922		To No).	1922
							01-09-2020 & 0)4 - 09-20	20	_	
Delivery van site visit on: Inward report (MRN/other) & stock report				k report en	t emailed in pdf format to purchase?				Yes		
Inward report (MKN/other) & stock report				From No	No. 10481				To No.		10482
DC register St. No. daring the				From No	No.					v 1	
week				NIII							
Items not	ordered	d but rec	eived:	NIL		.:					
Items sent	to HO	/vendor	that are j	ending for	rep	air:					
							Managan	T	Admin Aud	lit	
Details Project Mana			Manager	er Admin Officer/Manager			-	Aumin Auc	411		
Sign							00.0000	-			
Date			05-09-20	020		Durchase immedia	-09-2020	- 4 4	- murahase@r	nodin	roperties o

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, a Admin offices shall not leave the site without completing a shaiya@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!

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APPROVED BY

5 SEP 2020

A. SURESH PROJECT MANAGER Certified by:

N. Shravya Asst. Engineer

MEHTA & MODI REALTY KOWKUR LLP

Prepared by:		MINISH		50.0		
Report from/t	0	23-08-2020 TO 29-08-2020				
Report Date 03-09-20			0	Date	05-09-201	
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?	
		O/WO not prepared 3 working days after requisitions		1		
140253		RCC Cube Mould	Please send Vehicle and Collect Mterial	NO		
140254		CC Ring	Delivery within 2 days	NO		
140259		MS Round pipe	Material delivered	YES		
140260		Flat Files	Promotion to follow up	No		
140261		MS Suare Pipe	Material delivered	YES		
140262		Coffee Powder	Avaiable at SSLLP Please Collect	No		
140266		Coconut Brooms	Avaiable at SSLLP Please Collect	YES		
140268	26-08-20	MS Tree Guard	Avaiable at SSLLP Please Collect	No		



APPROVED BY

5 SEP 2020

A. SURESH PROJECT MANAGER Certified by:

N. Shravya
Asst. Engineer
MEHTA & MODI REALTY KOWKIP!