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

Company	to the same of the same of		and the control	Requis	ition by Site Repor	t' of purc	hase division	
Company GVRC			A CONTRACTOR OF THE PARTY OF TH		Date		0.6.00	
TOTAL CANADA STATE OF THE PERSON NAMED IN CO.	1 750	Innopo		the second secon	Prepared by		05 09 2020	
Report From / To Report Date		30 8 2	020 to 05 09 2020	0	Approved by		Radhika	
List of requis		05 09 2	2020	The second second second	Approved by		A STATE OF THE STA	
List of requis	itions nu	imbers i	nissing in the rep	ort*			The second secon	
Reg No.	lions w	here PO	/WO not prepared	1 3 work	ing days after requ	icition	A STATE OF THE PARTY OF THE PAR	
163118	Req Date		A STATE OF THE PARTY OF THE PAR	Ite	em Description	Reason for not promise promise		
163110	11.08.20		01,02	MS round pipe		Reason for not preparing PO/WO' PO to be issue		
163136	13.08.20		01	Coffee premix		PO to be issue		
163140	24.08.20		01	MS pipe 2 mm thick		PO to be issue		
163146	28.08.20		01	Camera		PO to be issue		
163148	31.08.20		01	Tiles		PO to be issue		
163149	04.09.20		01	Cpvc Pipe		PO to be issue		
163150	04.09.20		01	Pvc pipe		PO to be issue		
163151	04.09.20		01	Tan brown Granite slab		PO to be issue		
163155			01	Tan brown Granite		PO to be issue		
the control of the second section of the second section is the second se		9.20	01	Ms Patti		PO to be issue		
163156	04.0	9.20	01		Hand glouse	PO to be issue		
Liet of					The second secon	-	COMPANY OF THE PARTY OF THE PAR	
List of requisit	ions wh	iere PO/	WO is prepared a	and items	have not been rece	eived at s	ite heyond the les	ad time:
163121	13.08.20		01	Clam shall cards		eived at site beyond the lead time  50 delivered, 50 Will be delivere		
163122	17.08.20		02,	Masks,		on next week		
			-2,	sanitizer		100 delivered 100 Will be delivered on next week 2 delivered 8 Will be delivered by on next week		
			03					
163138	28.08.20		01	CC rings		Will be	daliward as 07	100.20
163139	26.08.20		01	Safety shoes		Will be delivered on 07 09 20 Will be delivered by 07 09 20		
163145	31.08.20		01	Vertified tiles		Will be delivered by 07.09.20 Will be delivered on next week		
163147 31.08.20		01	False ceiling		Will be delivered on next week			
	120			S.,		de denvered on hext week		
16358	03.09	0.20	01	Stainle Dustbir	ss steel Swing	Will be delivered by 07.09.20		
lo. of gate pass	ses issue	ed this v	veek:	2	From No.	1330	To No.	1332
Delivery van sit					020 ,05.09.2020		10140.	1334
THE RESIDENCE OF THE PARTY OF T		Control of the Contro	stock report email		f format to purcha	ise?	Yes	
C register Sl.	No. dur	ing the	week From	No.	1680		To No.	1698
ems not ordere	ed but re	eceived:	Nil					
ems sent to HO	) /vendo	or that a	re pending for re	pair:				
ther correction						The same of the sa		
etails		-	oject Manager	50	Admin Officer	ladager	dmin Audit	
ign	T	API	Tes I) A	1	Carified		1	
ate	-	05	09.2020	11	05.09.2020 Qa	Thike	1/1	
West will restrict the early of the second property of the second of the	copy of		sing requisitions to	Purcha		d this as	ort to ryrchase@m	odinronerties co

Notes 1 Send a copy of the missing requisitions to Purchase immediately 2 Send this a fort to ryrchase@modiproperties.com.

ashana@modiproperties.com and raikumarn@modiproperties.com on every Saturday, 3 Admin affices shall not leave the site without completing this report. 4. Ensure that immediately are written on the requisition of the properties of the site of the site without completing this report. 4. Ensure that immediately are written on the requisition of the standard of the site of a daily basis. 5. Mention PO & MRN no. on DCs / bills 6. Report to be signed by Admin manager. At Bookel number at site and filed at site. 7. #Suggested remarks – For technical details from site, For negotiations/quotations, Local purchase. For this approval/input, 8. \$ Suggested remarks - Ready with supplier, Supplier not contacted. Supplier not reachable, Material in trans. WO - under fabrication, WO - material for fabrication not

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

Company:		GVDC			Date:		05-09-20			
			y119,191		Prepared by:		Nidhi			
			20 to 05-09-20	)	Approved by:		Srinivas kumar			
Report Date	10	05-09-2								
List of requisi	tions n			report*:						
List of requisi	tions w	here PO	/WO not prepa	ared 3 worki	ng days after requ	isition:				
Reg No.	Rec	Date	S.no	Iter	Item Description		on for not preparing	PO/WO*		
		7.2020	04		Camera		PO to be issued			
	15000 25.07.2020									
			-							
							je .			
			-							
List of requisit	tions w	here PO	/WO is prepar	ed and items	have not been rec	ceived at s	ite beyond the lead t	ime:		
List of requisi	lions w	Here I O	Is prepar	ed and items						
			-							
			-							
	20.07	07 2020 06		Sonitiz	Sanitizers		Will be delivered by Next week			
13008	29.07.2020		00	Samue	Samuzers					
13013	10.08.200		01	CC Rir	CC Rings		Sizes of rings are uneven			
10010										
			L	2.71	From Ma	-	To No.	_		
No. of gate pas	sses iss	ued this	week:	Nil	From No.		1010.			
Delivery van s	ite visi	t on:		02-09-	02-09-2020					
Inward report	(MRN/	other) &	stock report	emailed in po	If format to purc	nase?	Yes			
DC register Sl.	No. di	uring the	week F	rom No.	nil		To No.	nil		
Items not order	red but	received	1: Nil							
Items sent to H	IO /ver	dor that	are pending f	or repair: Nil	Certificati		1			
Items sent to HO /vendor that are pending for repair: Nil Certified by:  Other corrections & remarks:										
Details		AT I	roject/Manag	er	Admin Officer/Manage Admin Audit					
Sign			X	1	78	1				
Sign	F100/400	1	/ 5/	)						
Date	A COLUMN TO A COLU	0	)5.09.20	no to Duranta	05.09.2020age	Send this	eport to purchase@mod	liproperties.com		

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately 721 Send this report to purchase amodiproperties com, ashaiya@modiproperties.com and rajkumam@modiproperties.com of every Samuelay of 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!