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

Company:		Mehta & Modi Realty kowkur LLP				Date:		26-09-2020		
Site:		GHT				Prepared by:		N.SHRAVYA		
Report From /		20-09-2020 to 26-09-2020			0	Approved by:		A.SURESH		
To					5					
Report Date		26-09-2020								
List of requ	uisitions	s numbe	rs missir	ng in the re	por	t*:				
List of requ	uisitions	where	PO/WO	not prepar	ed :	3 working days af	ter requisition:			
Req No.	Req Date		Serial	no of	Ite	m Description	Reason for not preparing PO/WO#		O/WO#	
			item ir							
140276	10-09-2020		1		Electrical Grouting		PO not prepared			
					machine					
140283	21-09-2020							PO not prepared		
List of requ	uisitions	s where	PO/WO			d items have not b				
Req No.	item Rec		Serial no of		Item Description		Details of discussion with supplier\$			
			100000000000000000000000000000000000000							
					£ :					
140275	09-09	09-09-2020			CC Rings		PO No. 70338 We are going to get this			
							material on Monday i.e.,28-09-2020			
No. of gate passes issued this week:				C:	0	From No.		To No).	
Delivery v							23-09-202			
Inward rep	ort (MF	N/other	r) & stoc	k report en	nail	ed in pdf format to	o purchase?		Yes	
DC register Sl. No. during			the From N		No. 10		494	To No.	10496	
week										
Items not o	ordered	but rece	ived:	NIL				14		
Items sent	to HO/	vendor 1	that are p	ending for	rep	pair:				
D					Admin Officer/Manager		Admin Audit			
Details		Project Manager			-	Admin Officer/Manager		Admin Aud	It	
Sign		26.00.2020				26.00.2020				
Date		26-09-2020				26-09-2020				

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
2 6 SEP 2020

A. SURESH
PROJECT MANAGER

N. Shravya
Asst. Engineer

	irks on requis	ition by site report.			
Prepared by:		MINISH			
Report from/t	0	13-09-20 To 19-09-20			
Report Date		24-09-2020	,	Date	26/9/2021
Site:		GHT	Delivery of the second of the	Remarks by Shiva Krishna	
Requisition No	Requisition Date	Material Descscription	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisi	tions where F	O/WO not prepared 3 working days after requisitions			
140268		MS Tree Guard	Fabrication under process Delivery by next week	YES	
140272		Green colour hosepipe	Contact Mahaveer Engg &Electrical and collect	48	
140273		LED Street Lights	Collect From SSLLP	465	
140275		CC Rings	Delivery Within 2 Days	NO	
140277		Submersible Pump	Material Delivered	465	
140278	15-09-20		Avaiable at SSLLP Please Collect	YES	
140279		Black Marker	Avaiable at SSLLP Please Collect	465	
140280	15-09-20	Face Masks	Avaiable at SSLLP Please Collect	Vel	
140281	15-09-20	Insulation Tapes	Avaiable at SSLLP Please Collect	Yes	
140282	15-09-20	Flat Cables	Contact Elegant Enterprises and Collect Material	YES	
			A CONTRACTOR OF THE PROPERTY O		

APPROVED BY

2 6 SEP 2020

A. SURESH
PROJECT MANAGER

Certified by:

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