

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

Company:	Mehta & Modi Realty kowkur LLP		Date:	31-10-2020
Site:	GHT		Prepared by:	N.SHRAVYA
Report From / To	25-10-2020 to 31-10-2020		Approved by:	A.SURESH
Report Date	31-10-2020			
List of requisitions numbers missing in the report:				
List of requisitions where PO/WO not prepared 3 working days after requisition:				
Req No.	Reg Date	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
140288	26-09-2020	1-2	Grouting machine [hand pump]	PO not prepared
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:				
Req No.	Reg Date	Serial no of item in Req.	Item Description	Details of discussion with supplier's
140283	21-09-2020	1-6	Walker single	PO No. 70768 Sup: Darf Enterprises will deliver the material on Monday.
140293	19-10-2020	1-2	Coffee Powder	PO No. 71517 Sup: Gautham Enterprises, we will get it from them on Monday.
No. of gate passes issued this week:		0	From No.	To No.
Delivery van site visit on:		30th		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?				
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	31-10-2020	31-10-2020		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiva@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 MIDs 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 send all suppliers on a daily basis for follow-up - DO NOT CALL PURCHASE!



ABSE ENGINEERING
MEHTA & MODI REALTY KOWKUR LLP

A. SORESEN
PROJECT MANAGER

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