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

		hta & Modi Realty kowkur LLP		D	Date:		13-02-2021			
Site:		GHT		P	repared by:		N.SHRAVYA			
Report From / 7-02 To		-2021 to 13-02-2021			Approved by:		A.SURESH			
Report Date		13-02-2	13-02-2021							
List of requ	isitions numb	ers missing	in the repo	rt*						
List of requ	isitions where	e PO/WO r	not prepared	3 1	working days aff	ter requisition:				
Req No.	Req Date	Serial r	no of Iter		Description Reason for not pr		t preparing P	preparing PO/WO#		
140412	01-02-2021	1		U C	lamp patti	PO	PO to be issue.			
List of requ	isitions wher	e PO/WO i	s prepared a	and	items have not b	een received at site	beyond the le	ad time:		
Req No.	Req Date	Serial r	no of It	em	Description	Details of discussion with supplier <sup>s</sup>				
140421	08-02-2021	4	Req.		onut brooms	PO No.74569 We will get it from SSLLP.				
140422	08-02-2021					PO No.74571 We will get it from SSLLP.				
140423	08-02-2021			Black markers Black oxide		PO No.74576 We will get it from SSLLP.				
140425	09-02-2021		D		bution board	PO No.74785 Sup: Sri parameshwara Engg Solutions. We will get it on Monday.				
140425	09-02-202	09-02-2021 2-3		Power Plug		PO No.74723 Sup: Elegant enterprises. We will get it on Monday.				
140425		09-02-2021 2-3		AL Service wire		PO No.74721 We will get it from SSLLP.				
No. of gate passes issued this week:			: 2	_	From No.	1943	То			
Delivery v	an site visit o	n;				/02/2021	1.0	1711		
Inward rep	ort (MRN/ot	ner) & stoc	k report em	aile	d in pdf format t	to purchase?		Yes		
			From No.			0635	To No.	10654		
Items not	ordered but re	ceived.	NIL	_						
Items sent	to HO /vende	or that are	pending for	гера	air:					
Details		Project I	Project Manager		Admin Officer/Manager		Admin Audit			
Sign										
Date		13-02-20	021		13-02-2021 o Purchase immediately, 2, Send this report					

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>, ashaiya@modiproperties.com and <a href="mailto:rajkumar@modiproperties.com">rajkumar@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. Fallow 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!





	tion by site report.				
	31-01-21 TO 06-02-21		Date	12 02 2021	a contract
	12-02-2021		Remarks by S	hiva Krishna	
Requisition	GHT	Vanager Remarks	Material delivered?	If material is not delivered - is delay justified?	
Date	Material Desescription	Purchase Manager Treatment	Mar Palesty Life		
tions where P	O/WO not prepared 3 working days after requisitions				
01-02-21	U Clamp Patti	Delivered			
		S.B. Maralal	JH		
06-01-21	Nylon safety net	Contact Arthi Enterprises&Collect Material			
25-01-21	False ceiling lights	Collect from Supplier		TATE OF THE PARTY	
25-01-21	False ceiling lights	Collect from Supplier	1464		1010
30-01-21	PVC Pines	Delivered	40		0.1
01-02-21	Adopter for Bio metric	Contact Supplier	70)		
01-02-21	PVC Pipes	Delivered	140		
01-02-21	Cove pipes	Deliverey on 12-02-21			-
01-02-21	PVC Pipes		Yes		
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	Requisition Date tions where P 01-02-21  06-01-21 25-01-21 30-01-21 01-02-21 01-02-21	Minish 31-01-21 TO 06-02-21  GHT  Requisition Date  Material Description tions where PO/WO not prepared 3 working days after requisitions 01-02-21 U Clamp Patti  06-01-21 Nylon safety net	Minish  31-01-21 TO 06-02-21  GHT  Requisition Date  Material Desceription  Purchase Manager - Remarks  10-02-21 U Clamp Parti  06-01-21 Nylon safety net 25-01-21 False ceiling lights Collect from Supplier 25-01-21 False ceiling lights Collect from Supplier 01-02-21 Adopter for Bio metric 01-02-21 PVC Pipes 01-02-21 PVC Pipes Delivered 01-02-21 PVC Pipes Delivered 01-02-21 PVC Pipes Delivered 01-02-21 Cype pipes Delivered Delivered 01-02-21 Cype pipes Delivered Delivered Delivered Delivered Delivered 01-02-21 Cype pipes Delivered	Minish   Date   Date	Minish   Date   Date   Remarks by Shiva Krishna   Remarks by Shiva Krishn



