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

Company:		Mehta & Modi Realty kowkur LLP				Date:		20-02-2021		
Site:			GHT			Prepared by:		N.SHRAVYA		
		14-02-2	14-02-2021 to 20-02-202			Approved by:		A.SURESH		
Report Date		- 2	20-02-2021							
List of requ	isitions	numbers	missin	g in the	report	Ť:				
List of requ	isitions	where PC	O/WO	not prepa	ared 3	3 working days at	fter requisition:			
Req No.			Serial no of item in Req.			n Description	Reason for not preparing PO/WO#			
140412	01-02-2021				U	Clamp patti	PO to be issue.			
List of requ	isitions	where PC	O/WO	is prepar	ed and	d items have not	been received at si	ite beyond t	he lead	time:
Req No.						n Description	Details of discussion with supplier ^s			
No. of gate passes issued this week:				0	From No.			То		
Delivery va			o week				15/02/2021-18/02	2/2021		•
Inward report (MRN/other) & stock report emaile						ed in pdf format to purchase?		Yes		
7			From No.		10655		To N	0.	10677	
Items not or	dered b	ut receive	ed:	NIL						
Items sent to	o HO /v	endor tha	at are p	ending fo	or rep	air:				
Details P		Pro	Project Manager			Admin Officer/Manager		Admin Audit		
Sign										
Date 20-02-2021			21		20-0	02-2021				

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and raikumar@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 and pulses for follow-up – DO NOT CALL PURCHASE!

APPROVEDBY

2 0 FEB 2021

A. SURESH

Certified by:

N. Shravya

Asst. Engineer

MEHTA & NODI REALTY KOWKUR LLP

Reply to rema	uks on requisi	tion by site report.				
Prepared by:		Minish				
Report from/t		07-02-21 TO 13-02-21		-		
Report Date						
Site:		GHT 19-02-2021		Date	301212021	
		On		Date 20226 Remarks by Shiva Krishna		
Requisition	Requisition				If material is not	
No			50 NO 100 NO 700	Material	delivered - is delay	
No	Date	Material Desescription	Purchase Manager - Remarks	delivered?	justified?	
List of requisi	tions where P	O/WO not prepared 3 working days after requisitions				
140412	01-02-21	U Clamp Patti	Delivered			
140421	08-02-21	Coconut Brooms	Delivered	र्म रह		
140422	08-02-21	Black Markers	Delivered	1463		-
140423	08-02-21	Black Oxide	Delivered	YO	-	
140425	09-02-21	Distribution Board		YES		
140425	00 02 21	Distribution Board	Contact Supplier	Yes.		_
140425	09-02-21	Power Plug	Contact Supplier	46		
140425	09-02-21	AL Service Wire	Delivered	Yel Yel Yel		
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APPROVED BY

2 0 FEB 2021

A. SURESH

Certified by:

N. Shravya
Asst. Engineer
MEHTA & W. D. REALTY KOWKURLLP