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

Company:		Mehta & Modi Realty kowkur LLP				Date:		27-02-2021			
Site:			GHT	LI	\dashv	Deanner d hou					
		02-2021 to 27-02-2021			Prepared by:		N.SHRAVYA				
To	OIII /	21-0	2-2021 10 2	7-02-2021	١	Approved by:			A.St	URES	H
Report Da	ite		27-02-20	21	+						
		numbe	ers missing		ort*	,					
List of rec	uisitions	where	PO/WO no	t prepared	1 3	working days	after requisition:				
Req No.	Req No. Req Date		Serial no	of It	Item Description		Reason for not preparing PO/WO [#]				
140412	01-02-2021		1		UC	Clamp patti	P	PO to be issue.			
140440	17-02-2021		1-2	C	up	s & Saucers	P	PO to be issue.			
140451	22-02-2021		1-2	Sub	Automat Submersible		Pe	O to be issue.			
140454	22-02-2021		1	M	S E	BindingWire	Po	O to be issue.			
140456	22-02-2021		1-4 J		nisalmer	Po	O to be issue.				
140459	23-02-2021		1-2		Sa	fety Net	PC	PO to be issue.			
140460	23-02-2021		1	1 Micr		fibre door	PO to be issue.				
List of requ	uisitions	where I	PO/WO is r	prepared as	nd i	items have not	been received at site	hevo	nd tha l	land ti	mai
Req No.	Req Date		Serial no item in Req.	of Ite	Item Description		Details of discussion with supplier ⁵				
140434	12-02-2021		1		Mirror glass		DOM: 7504011				
140457	22-02-2021		1-13		CPVC		PO No. 75040, We will get it from SSLLP.				
140458	22-02-2021		1-20		PVC		PO No.75259, We will get it from SSLLP. PO No.75100, We will get it from SSLLP.				
140462	23-02-2021		1-19	v	Wall Mixture		PO No. 75100, We will get it from SSLLP. PO No. 75265,75268, We will get it from SSLLP on Monday.				
140465	23-02-2021		1	Cı	Crompton fans		PO No. 75233, Sup: Elegant Enterprises, We will get it from them on Tuesday.				
140466	23-02-2			N	Mir	ror Glass	PO No.75210, We will get it from SSLLP.				
140468	23-02-2		1	Sal	Sal Wood Beeding		PO No.75206, We will get it from SSLLP.				
140469			40 .	Am	ps Isolator	PO No. 75221, We will get it from SSLLP.					
No. of gate	passes is	sued th	is week:	1		From No.	1945		To		1945
Delivery va	n site vis	it on:				23/	02,23/02,25/02,26/0	2/202			
inward repo	ort (MRN	/other)	& stock rep		ed i	n pdf format to	o purchase?			Yes	
DC register SI. No. during the week					10678		To No. 10694		0694		
Items not or	dered bu	t receiv	red: NI	L							
Items sent to	o HO /ve	ndor th	at are pendi	ng for rep	air						
Deteile				1					-		
Details		Pr	oject Mana	ger	A	dmin Officer/N	Manager	Adm	Admin Audit		
Sign Date			1.00.000	JW							
otes: 1 * Sa	nd a corre	of the	7-02-2021	A	D	27-02	2-2021 y. 2. Send this report				
haiva@moding	operties co	or the	missing requ	usitions to	Pur	chase immediately	y. 2. Send this report	to purc	hase@m	odipror	perties com

Notes: 1. Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, 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

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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!

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Certified by:

Shravya

Asst. Encircar

VEB AG IN DIREALITY ROW URLES

Prepared but I		tion by site report. Minish		_		
Prepared by:		14 02 21 TO 20 02 21		-		
rom/to	0	14-02-21 TO 20-02-21				
Report Date		27-02-2021		Date	27/02/21	
Site:		GHT		Remarks by S	27/02/21 hiva Krishna	
Requisition No	Date	Material Desescription	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?	
List of requisi	nons where P	O/WO not prepared 3 working days after requisitions U Clamp Patti				
140412	01-02-21	U Clamp Patti	Delivered	No		
				-		

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A SPROVED BY

A. SURESH PROJECT MANAGER

Certified by:

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