

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

Company:	Mehta & Modi Realty kowlur LLP	Date:	27-02-2021
Site:	GHT	Prepared by:	N.SHRAVYA
Report From / To	21-02-2021 to 27-02-2021	Approved by:	A.SURESH
Report Date	27-02-2021		
List of requisitions numbers missing in the report*			
List of requisitions where PO/WO not prepared 3 working days after requisition:			
Req No.	Req Date	Serial no of item in Req.	Reason for not preparing PO/WO*
140412	01-02-2021	1	U Clamp patti
140440	17-02-2021	1-2	Cups & Saucers
140451	22-02-2021	1-2	Automatic Submersible pumps
140454	22-02-2021	1	MS BindingWire
140456	22-02-2021	1-4	Jaisalmer
140459	23-02-2021	1-2	Safety Net
140460	23-02-2021	1	Micro fibre door mats
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:			
Req No.	Req Date	Serial no of item in Req.	Details of discussion with supplier ⁵
140434	12-02-2021	1	Mirror glass
140457	22-02-2021	1-13	CPVC
140458	22-02-2021	1-20	PVC
140462	23-02-2021	1-19	Wall Mixture
140465	23-02-2021	1	Crompton fans
140466	23-02-2021	1	Mirror Glass
140468	23-02-2021	1	Sal Wood Beeding
140469	23-02-2021	1-23	40 Amps Isolator
No. of gate passes issued this week:		1	From No. 1945 To 1945
Delivery van site visit on:		23/02,23/02,25/02,26/02/2021	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	10678	To No. 10694
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	27-02-2021	27-02-2021	

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

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A. SURESH
PROJECT MANAGER



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!



