

Reply to remarks on requisition by site report					
Prepared by		Minish			
Report from/to		07-03-21 TO 13-03-21			
Report Date		18-03-2021			
Site		GHT			
				Date	
				Remarks by Shiva Krishna	
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions where PO-WO not prepared 3 working days after requisitions					
140456	22-02-21	Jaisalmer	PO to be issued		
140440	17-02-21	cups&saucer	local purchase delivery on 15-03-21		
140459	23-02-21	safety nets	delivered		
140476	01-03-21	LED lights	delivered		
140481	04-03-21	LED Lights	delivered		
140482	08-03-21	Coffee Powder	delivered		


18/03/2021

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

Company:	Mehta & Modi Realty kowlur LLP		Date:	15-03-2021	
Site:	GHT		Prepared by:	N.SHRAVYA	
Report From / To	07-02-2021 to 13-03-2021		Approved by:	A.SURESH	
Report Date	15-03-2021				
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.	Item Description	Reason for not preparing PO/WO [#]	
140456	22-02-2021	1-4	Jaisalmer	Rated Enquiry.s	
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.	Item Description	Details of discussion with supplier ^s	
140440	17-02-2021	1-2	Cups & Saucers	Local purchase; we will get it on tuesday	
140459	23-02-2021	1-2	Safety Net	PO No:75288, we will get it by Tuesday.	
140476	01-03-2021	1-2	LED Lights	PO No.75328, Sup: Reflections Electicals,We will get it from them when stock is available	
140481	04-03-2021	1	LED Bulbs	PO No. 75388, Sup: Reflections Electicals,We will get it from them when stock is available	
140482	08-03-2021	1-2	Coffee powder	PO No. 75435, Sup: Goutham Enterprises, We will get it from them by tomorrow[i.e.,16.03.2021]	
No. of gate passes issued this week:			0	From No.	- To -
Delivery van site visit on:			Not visited.		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?					Yes
DC register Sl. No. during the week		From No.	10716	To No.	10717
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	15-03-2021		15-03-2021		

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

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