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

Company: Me		fehta & Modi Realty kowkur LLP			Date:		20-03-2021			
Site:			GH	IT		Prepared by:		N.SHRAVYA		
Report From / To 14-0			2-2021 to 20-03-20			Approved by:		A.SURESH		
Report Dat	e		20-03-	2021						
List of requ	isitions	numbe	rs missin	g in the re	por	t*:				
List of requ	uisitions	where	PO/WO	not prepare	ed	3 working days at	fter requisition:			
Req No.			Serial item in	no of	Item Description		Reason for not preparing PO/WO#			
140375	15-01-2021		1-	2	Glass railing		Rates to be finalize			
140376	15-01-2021		1-			Glass railing Rat		s to be finalize		
140456	22-02-2021		1-	4		Jaisalmer	Rated Enquiry.s			
140473	23-02-2021		1-	2	Glass railing		Rates to be finalize			
			PO/WO	is prepared	-		been received at site			
Req No.	Req I		Serial			m Description	Details of di	scussion with	supplier ^{\$}	
req 110.	Red Date		item in		nem Description		Details of discussion with supplier ^s			
140436	16-02-2021		1		MI Wifi cameras		Online purchase.			
140460	23-02-2021		1		Micro fibre door mats		Online purchase.			
140470	23-02-2021		4		French window		PO No:75475 Sup:Liberty 21, They will deliver the material on Monday.			
140471	23-02-2021		1-	3	Ms powder coated grills		PO No:75214, Material went for powder coating.			
140476	01-03-2021		1-	2	LED Lights		PO No.75328, Su		Flecticals W	
140470	01-03-2021		1-	-2	DED Lights		will get it from them when stock is available			
140481	04-03-2021		1		LED Bulbs		PO No. 75388, Sup: Reflections			
140401							Electicals, We will get it from them when stock is available			
140485	09-03-2021		1-	2	Powder coated Z		PO No:75576, We will get it from SSLLP			
					Angle		70 75 111 12 75 75			
140486	10-03-2021		1		Majestic pad		PO:75444, We will get it from SSLLP when matterial is available.			
140496	15-03-	2021	1-	2	Green hose pipe		PO 75613, Sup: Ganesh tube traders, We will get it from them on Monday.			
140499	16-03-	2021	1-	2	Granite		PO No:75609, We will get it from SOV on Tuesday.			
No. of gate	naccoc i	cound t	hic week	,.	0	From No.	-	To To		
Delivery va	passes i	eit on	ins week			110111110.	Not visited.			
Inward ran	ort (MD)	M/other	r) & stoc	k report en	nail	ed in pdf format to		T	Yes	
				From No			718	To No.	10743	
DC register week								10110.	10743	
Items not o	ordered b	ut rece	ived:	NIL						
Items sent	to HO /v	endor t	that are p	ending for	rep	pair:				
Details			Project N	√anager		Admin Officer/	Manager	Admin Au	dit	
Sign		1 Tojout Winnagu								
Sion										

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

APPROVED BY

2 0 MAR 2021

A. SURESHIPPOJECT MANAGER

Page 1 of 2



Reply to rem	arks on requis	ition by site report.				
repared by:		Minish				
eport from/	0	07-03-21 TO 13-03-21		Deta	12/2/2/	
Report Date		18-03-2021		Date	A013171 hiva Krishna	
lite:		GHT		Remarks by S	hiva Krishna	
Requisition	Requisition	Material Desescription	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?	
No	Date	O/WO not prepared 3 working days after requisitions				
ist of requis	tions where r	Jaisalmer	PO to be issued			
140456	22-02-21	Jaisauner	10.000 13.000			
			local purchase delivery on 15-03-21	745 765 NO NO		
140440	17-02-21	cups&saucer	local purchase delivery on 13-03-21	401		
140459	23-02-21	safety nets	delivered	Ain		
140476	01-03-21	LED lights	delivered	100		
140481	04-03-21	LED Lights	delivered	20		-
140482	08-03-21	Coffee Powder	delivered	44		
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A. SURESH

