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

Company:	GVRC	Date:	30.04.2022
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	23.04.2022 to 29.04.2022	Approved by:	T.Madhu
Report Date	30.04.2022		

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	S.no	Item Description	Reason for not preparing PO/WO#
164734	16.03.2022	1	Scrubbing Wheels	Po not issue
164791	31.03.2022	1 to 2	4 Core aluminium armor cable	Po not issue
164811	07.04.2022	1	MS Pipe C Class	Po not issue
164812	07.04.2022	1	Rubber mat	Po not issue
164820	07.04.2022	1	Welded mesh	Po not issue
164821	07.04.2022	1	Castrol diesel pipe	Po not issue
164824	09.04.2022	1	GI Cable Trays	Po not issue
164828	09.04.2022	1 to 3	SR505 gum,Glass cloth,black tapes	Po not issue
164934	11.04.2022	1 to 3	Vaccume desassar HSVD 50m,Kiloskar A22AJL,B92651885P1214	Po not issue
164835	12.04.2022	1 to 23	Safety material	Po not issue
164836	12.04.2022	1 to 4	Aluminium cladding	Po not issue
164834	11.04.2022	1 to 3	Vaccume desassar HSVD 50m	Po not issue
164837	12.04.2022	6 to 7	Chainal Clamp and U Clamp	Po not issue
164851	14.04.2022	1	Bathroom door	Po not issue
164858	16.04.2022	1	LETTAN Mirror	Po not issue
164859	16.04.2022	1 to 3	Lightening Arrestor Conventional,Aviation Light,2 Core copper flexible cable	Wrong Po issue
164862	16.04.2022	1 to 2	GI Flat patti, Insulator for GI Flat Patti	Po not issue
164871	19.04.2022	1	B Class pipes	Po not issue
164873	20.04.2022	1 to 2	level float	Po not issue
164880	20.04.2022	1	Toughened Glass	Po not issue
164882	21.04.2022	1	Canon Camera	Po not issue
164884	22.04.2022	1	Multi function meter	Po not issue
164886	22.04.2022	1 to 4	MCCB,5CT,Wire bundle,pin type lug	Po not issue
164888	23.04.2022	1	Lithium ion battery	Po not issue
164889	23.04.2022	1	Biometric charger	Po not issue
164891	23.04.2022	1	Aerocon panels	Po not issue
164893	23.04.2022	1 to 3	MS Square pipe,Ms patti,Hinges	Po not issue
164894	23.04.2022	1 to 2	FRD Doors	Po not issue
164896	25.04.2022	1	Table with low storage unit	Po not issue
164897	25.04.2022	1 to 4	ETP/STP Material	Po not issue
164899	26.04.2022	1	Industrial salt	Po not issue
164900	26.04.2022	1	Wrapping bundle	Po not issue

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$

163704	07.08.2021	1	ACP Cladding	Work order
164644	22.02.2022	1 to 2	Greenlam Sturdo classique versatile,Greenlam sturdo	Supplier is arranging for material.
164695	09.03.2022	1	White colour reflector	No stock
164736	16.03.2022	1	AC Electric voltage power detector LED light non contact tester	Spoken with supplier,Supplier is arranging for material
164788	30.03.2022	1 to 3	Steel sign boards	Supplier is arranging for material,dispatch on Tuesday
164815	07.04.2022	1 to 2	Flame proof lights,holder lamp	Supplier is asking for payment.
164829	09.04.2022	1	Cera board	Supplier arranging for material.
164857	15.04.2022	1	ACC Walls Pop work	Work in progress
164866	16.04.2022	1 to 2	Vision Clip and Hole plugs	Supplier is asking for payment.
164868	20.04.2022	1	GI White colour sheet	Spoken with supplier,Supplier is asking for advance payment.
164869	18.04.2022	1	RMC	Supplier is asking for payment.
164879	20.04.2022	1	Panel door	Supplier arranging for material,dispatch on Wednesday.
164885	22.04.2022	1 to 3	MS Square pipe,L-Angle,Square rod	No stock at ssllp
164887	20.04.2022	1 to 9	GI Pipe,GI Elbow,coulpings	Supplier arranging for material,dispatch on Tuesday.

No. of gate passes issued this week:	01	From No.	6039	To No.	6039
Delivery van site visit on:	23rd 24th 25th 28th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes		
Items not ordered but received:					
Other corrections & remarks:					
Details of steel & cement stock					

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod – kgs	Stock at site – no of rods	Stock at site in Kgs	Previous stock in Kgs	
1.	8mm	.395	4.74	464.13	2200	2200	
2.	10mm	.617	7.404	0	0	0	
3.	12mm	.89	10.68	0	0	0	
4.	16mm	1.58	18.96	131.85	2500	2500	
5.	20mm	2.47	29.64	209.17	6200	6200	
6.	25mm	3.86	46.32	46.56	2157	2157	
7.	32mm	6.32	75.84	6	455.04	455.04	
8.	Binding wire				14560	14560	
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	700	PPC/PSC last weeks stock	200

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Mulyu		
Date	30/4/22		

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting 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!