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

Company:	GV Discovery center pvt.ltd	Date:	30.04.2022
Site:	Genopolis	Prepared by:	Vineetha reddy
Report From / To	22-04-2022 to 29-04-2022 (Saturday to Friday)	Approved by:	Subba Reddy
Report Date	30.04.2022		

List of requisitions numbers missing in the report*:01 , 196045 (granite)

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#
196010	25-03-2022	01	Tool kit	Po not issued.
196012	26-03-2022	01	Biometric charger	Po not issued.
196023	06-04-2022	01	Camera	Po not issued.
196039	16-04-2022	01	telephones	Po not issued.
196050	26-04-2022	01	Firedors	Po not issued.
196046	20-04-2022	01	lift	Po not issued.
196047	23-04-2022	01-11	Eco drain pipe	Po not issued.

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.
13441	28-01-2022	01	L patti	Supplier sent to Gvrc and they consumed.
196035	16-04-2022	01	Safety gloves	Ready with supplier.
196041	18-04-2022	01	L-Angles	Supplier arranging for material.
196045	20-04-2022	01	granite	Ready with supplier.
196048	26-04-2022	0	Water bottels	Ready with supplier.

No. of gate passes issued this week:	0	From No.	-	To No.	-
Delivery van site visit on:	23rd ,				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
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	70	331 Kgs	331 Kgs
2.	10mm	.617	7.404	1459	10802 Kgs	148 Kgs
3.	12mm	.89	10.68	140	1496 Kgs	1496 Kgs
4.	16mm	1.58	18.96	792	15016 Kgs	15016 Kgs
5.	20mm	2.47	29.64	05	148 Kgs	1037 Kgs
6.	25mm	3.86	46.32	0	0 Kgs	0 Kgs
7.	32mm	6.32	75.84	0	0 Kgs	0 Kgs
8.	Binding wire				13	18

Details	Project manager	Admin Officer/Manager	Admin Audit
Sign	[signature]	R. Vineethe	
Date	30-04-2022	30-04-2022	30-04-2022

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