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

Company:	GVRC	Date:	28.05.2022
Site:	Innopolis	Prepared by:	Sridevi
Report From / To	21.05.2022 to 27.05.2022	Approved by:	Ramesh reddy
Report Date	28.05.2022		

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#
164820	07.04.2022	1	Welded mesh	Po not issue
164835	12.04.2022	1 to 23	Safety material	Po not made for some material.
164836	12.04.2022	1 to 4	Aluminium cladding	Po not issue
164858	16.04.2022	1	LETTAN Mirror	Po not issue
164862	16.04.2022	1 to 2	GI Flat patti, Insulator for GI Flat Patti	Po not issue
164880	20.04.2022	1	Toughened Glass	Po not issue
164888	23.04.2022	1	lithium Ion battery	Po not issue
164898	24.04.2022	1	Black bitumen tape	Po not issue
164915	04.05.2022	1 to 2	Lightening arrestor conventional,Aviation light	Po not issue
164941	10.05.2022	1	Personal computer	Po not issue
164956	16.05.2022	1 to 2	Toughened glass door	Po not issue
164963	17.05.2022	1	SD Cards	Po not issue
164958	16.05.2022	1 to 2	4" Led panel light ,2 way 6 A switch 0	Po not issue
164959	16.05.2022	1	Surface mounted tube light	Po not issue
164960	16.05.2022	1 to 2	Gusset plate	Po not issue
164965	19.05.2022	1 to 2	B Class pipes,Flat pati	Po not issue
164969	19.05.2022	1 to 2	GI.U Clamps,Nuts and wastchers	Po not issue
164977	24.05.2022	1	Wardrobe	Po not issue
164978	25.05.2022	1 to 2	3Core Flexible copper cable,Top in plung	Po not issue
164979	25.05.2022	1 to 2	50Watts flood lights,Umbrella stand for 4Side flood light	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
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.
164834	11.04.2022	1 to 3	Vaccume desassar HSVD 50m	Local purchase by raghu has been done material will receive on Monday.
164851	14.04.2022	1	Bathroom door	Supplier is ready to dispatch but asking for payment.
164866	16.04.2022	1 to 2	Vision Clip and Hole plugs	Supplier is asking for payment.
164879	20.04.2022	1	Panel doors	Spoken with supplier,supplier is arranging for material.
164891	23.04.2022	1	Aerocon panels	Spoken with supplier, but supplier is asking about payment
164894	23.04.2022	1	FRD Doors	Dispatch on four weeks.

164897	25.04.2022	1 to 5	ETP/STP Material	Spoken with supplier,Dispatch on Four days
164913	30.04.2022	1	Asian Ace	There is no stock at supplier
164916	05.05.2022	1	Toughened glass with patch	Supplier is ready to dispatch,but some corrections at site.
164918	05.05.2022	1	Toughened glass with patch	Supplier is ready to dispatch,but some corrections at site.
164920	06.05.2022	1	PU Foam	Supplier is ready to dispatch but he is asking about payment.
164923	05.05.2022	1 to 3	Luminious inverter 800VA,65AH Exide SMF,6U Hub rack	There is no stock at supplier
164928	05.05.2022	1 to 10	CC TV ,bullet camera	No stock
164929	06.05.2022	1	ACP Cladding	Work order
164943	11.05.2022	1	ACP Walls pop work	Work order
164944	11.05.2022	1	Surface lights	Supplier is arranging material.
164947	12.05.2022	1	Starter 3 phase	Spoken with suppiler and he is arranging material
164962	17.05.2022	1	Indigo exterior emulsion	No stock
164964	17.05.2022	1	Blue sheets	No stock in ssllp
164974	23.05.2022	1	Wheel barrow	Spoken with supplier,supplier is asking payment.
164976	24.05.2022	1	Fire Alarm gong Valve	No stock
164980	25.05.2022	1 to 2	Dol Starter,Cutter pump	Supplier is arranging for material.

No. of gate passes issued this week:			Nil	From No.		To No.
Delivery van site visit on:			21st 23rd 24th 25th 27th			
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	379.74	1800	2200
2.	10mm	.617	7.404	0	0	0
3.	12mm	.89	10.68	327.71	3500	4090
4.	16mm	1.58	18.96	87.02	1650	1820
5.	20mm	2.47	29.64	84.34	2500	2900
6.	25mm	3.86	46.32	185.70	8600	9030
7.	32mm	6.32	75.84	116.03	8800	9080
8.	Binding wire				1425	14560
OPC stock	Nil	OPC last weeks stock	Nil	PPC/PSC stock	350	PPC/PSC last weeks stock 410
Details		Project Manager		Admin Officer/Manager		Admin Audit
Sign						
Date		28/05/22		28/5/22		

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!