

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

Company:	GV Research centers PVT LTD	Date:	21.03.20	
Site:	Innopolis	Prepared by:	Ch. Keerthi	
Report From / To	15.03.20 to 21.03.20	Approved by:	G. Venkatesh	
Report Date	21.03.20			
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	Item Description	Reason for not preparing PO/WO*	
73448	04.03.20	Clamp meter	P O to be issued	
73450	04.03.20	Coffee powder	P O to be issued	
73451	04.03.20	Sachin malve stamp	P O to be issued	
73453	04.03.20	Lap tap	P O to be issued	
73462	14.03.20	SS Name Plate-Toilet	P O to be issued	
73466	14.03.20	MS dummy Plates	P O to be issued	
73468	16.03.20	Chairs without caster	P O to be 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 ^s
73444	02.03.20	1	Dol Staters (3Hp motors)	By next week it will be delivery
73446	03.02.20	1	Plastic drums	By next week it will be delivery
73458	09.03.20	1	Dol Staters (3Hp motors)	By next week it will be delivery
73460	10.03.20	1	Black & Yellow colour Macherla stone	By next week it will be delivery
73461	14.03.20	1	Roller blinds	By next week it will be delivery
73463	14.03.20	1	SS screws-Pin head	By next week it will be delivery
73465	14.03.20	1	4 Core Armored cable	By next week it will be delivery
73470	17.03.20	1	MSB-4 pole	By next week it will be delivery
73471	17.03.20	1	Dol Staters (3Hp motors)	By next week it will be delivery
73472	17.03.20	1	Chalk piceses (White)	By next week it will be delivery
73473	18.03.20	1	Hand wash	By next week it will be delivery
73474	18.03.20	1	Cover blocks (All sizes)	By next week it will be delivery